

The Axe Valley Community College

Site Traffic Management Policy (Final) – (17th May 2013)

Aim

The aim of this policy is to minimise, as far as possible, the health and safety risk to all users (staff, pupils, parents and visitors) of the school site as a result of vehicular traffic.

Whenever possible staff, pupils, parents and visitors, are encouraged not to bring any vehicles onto the school site.

Access

Access by all vehicles – Chard Street Entrance and Lyme Road Entrance (Main)

Access by pedestrians – Chard Street Entrance and Lyme Road Entrance (Main)

The Lyme Road entrance has shared access for visitors to the Flamingo Pool and Leisure Centre (both situated on college campus) and is a route for members of the public (including those accessing Axminster Community Primary School) travelling on foot between Lyme Road and Stoney Lane.

In order to minimise risks to health and safety the following procedures apply:

Staff

1. Restrict speed on the school site to a maximum of 5mph
2. Be vigilant of pedestrians and other vehicles
3. Take extra care at pedestrian crossings
4. Users of the M3/M4 car park area are only permitted to arrive before 8.30am and leave after 3.35pm. This is to prevent traffic while pupils are on site. For staff assigned parking in the M3/M4 area need to arrive / leave outside of these times then we ask they park temporarily in other areas.
5. To park in assigned areas (See below)
6. Not to park on double yellow lines
7. Please note that a gate situated between Flamingo Pool and the Canteen will be locked, expect between 8.00am-8.30am and 3.35pm-4.00pm. This will be a combination lock that staff will have pin in case they need to access / leave site between 4pm and 8am.

School Transport Companies – coaches, minibuses and taxis

1. Restrict speed on the school site to a maximum of 5mph
2. Not to come onto the school site in the afternoon until after 2.30pm be vigilant of pedestrians and other vehicles (Nb some bus companies leave their vehicles on site during the day with permission of college)
3. Take extra care at pedestrian crossings
4. Drop off and pick up in the designated bus bays
5. Taxis to park in bus bay parallel to grass island

Parents

1. Restrict speed on the school site to a maximum of 5mph
2. Be vigilant of pedestrians and other vehicles
3. Take extra care at pedestrian crossings
4. Not to park on double yellow lines
5. Recommended pick up and drop off points are Flamingo Pool Car Park (Lyme Road entrance) or EDDC Car Park (opposite Chard Street entrance).

- Parking for parents' evening and other evening events: Bus park (after 3.45pm)

Others e.g. Visitors/Contractors/Suppliers

- Restrict speed on the school site to a maximum of 5mph
- Be vigilant of pedestrians and other vehicles
- Take extra care at pedestrian crossings
- Deliveries to Flamingo Pool, the Leisure Centre and Canteen and college that use the Lyme Road entrance are required to stop on arrival in Delivery Waiting Area opposite Tennis Courts. Signage will detail contact numbers for Flamingo Pool, Leisure Centre, Canteen and College Site Manager. These centres will instruct driver on delivery arrangement and open barrier by pool area if required.
- Access beyond Delivery Waiting Area is not permitted during the following times:
 - between 08.30 and 09.00 am
 - between 10.45 and 11.15 am
 - between 1.00pm and 2.30pm
 - between 3.20pm and 3.40pm
- If deliveries are made within these times drivers will be required to unload in Delivery Waiting Area and wheel goods from there
- The Flamingo Pool, Leisure Centre and Canteen are required to provide clear delivery note details for all deliveries explaining the delivery arrangements for site.
- College deliveries are made via the Chard Street entrance
- Not to park on double yellow lines
- Ensure more difficult loads are delivered out of peak times by prior arrangement

Pupils (who drive their own vehicles, including mopeds)

Pupils are not permitted to park cars or mopeds on college premises and will need to use alternatives (e.g. EDDC car park on Chard Street)

Pupils (riding bicycles)

- To dismount at the school gates and push to designated bike shed by Flamingo Pool
- Be vigilant of other drivers and pedestrians
- To arrive before 08.30 and leave after 3.35
- No movement on or off site during the school day, and in particular during break times and in between lessons

Parking

Staff

Full time staff - parking spaces are limited on the school site but every effort is made to accommodate the vehicles of full time staff and designated parking spaces will be allocated. Staff permits are issued noting the number of the designated parking space. These must be displayed.

Part-time staff e.g. cleaners and canteen staff – spaces are allocated in particular areas subject to the hours/times worked

	Priority for following staff	Points to note
Flamingo Pool Car Park (20 spaces)	<ul style="list-style-type: none"> Teaching Assistants Learning Support team 	Mostly have 8.50-3.25 contracts; this is a good location for avoiding student movement at start and end of day.

Staff Car Park – Lyme Street entrance (30 spaces)	<ul style="list-style-type: none"> • Deputy Head • Staff based in C Block • Staff based in Art block • Staff based in DT block • Staff based in R Block • Sixth Form staff • Site team • Temporary Staff (e.g. invigilators, supply) 	One drawback here is that DT teachers can't easily drop off work.
Staff Car Park – by M3/M4 (22 spaces)	<ul style="list-style-type: none"> • Staff based in quad area (English, Drama, ICT, PE and Music) • Staff based in Science • Behaviour Support Co-ordinators • IT Network team • SENCO 	
Staff Car Park – Chard Street entrance (12 spaces)	<ul style="list-style-type: none"> • Admin team • Reception and Student Office • Head Teacher • Languages teachers • Student Support Manager 	Student Support Manager has frequent trips off-site to meetings etc.
Bus Park (buses can arrive at 2.30)	<ul style="list-style-type: none"> • Visitors • Outside professionals (Parent Support Workers, Counsellor Etc.) 	

Injuries to persons/Traffic Accidents on Site

All traffic accidents on site should be reported to the college immediately.

Damage to vehicles

The school will not be responsible for claims relating to damage or theft from vehicles on the site. If the owner/driver feels that the school has been negligent in any way then the matter should be reported to the School immediately.

Disabled persons

There are 5 designated disabled parking bays by the Flamingo Pool for users of the pool and Leisure centre. There are 2 designated disabled parking bays for visitors to college in college's Chard Street car park.

Compliance

All site users are expected to comply with this policy. Persistent offenders will be banned from bringing vehicles onto the school site.

May 2013