
Policy Name:	ONSITE TRAFFIC POLICY
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Notes

Links to other documents

This policy should be read in conjunction with the Traffic on Site risk assessment.

Rationale

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.

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

The school encourages all users to walk or cycle to school and make use of the “park and stride” scheme (parking is available at the village church and pub car parks).

The car park is closed to most parents.

Access

Access by all vehicles is via the main double entrance gates.

Access to the car park is for official visitors, staff, disabled users and permit holders only. Disabled badges OR permits must be clearly displayed. Parents are not permitted to park in the school car park. In exceptional circumstances (HT discretion) parents may obtain a permit to park in the car park.

Access by pedestrians and cyclists is via the single gate in front of the school entrance. This leads to an additional single gate adjacent to the school playground. Cyclists must dismount on entry.

ALL users must comply with the highway code especially when parking near the school. Users must not to park on cycle paths, footpaths or pavements.

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

Pedestrians:

- Pedestrians MUST walk on the paths.
- Pedestrians must not enter the school site via the main car park gates; they should walk along the Petersfield Road and enter via the pedestrian school entrance gates.
- When exiting a car that has been parked in the school car park, drivers and passengers MUST quickly join the pathway and follow this until they reach the school playground.

Drivers using the school car park should:

- restrict speed on the school site to a maximum of 5mph
- be vigilant of pedestrians and other vehicles
- park in designated spaces
- quickly join and follow the pathway after exiting their vehicle
- close the gates after exit/ entry
- reverse into bays as often as possible

Additional for School Transport Companies – coaches, minibuses and taxis should:

- restrict speed on the school site to a maximum of 5mph
- not come onto the school site in the morning before 08.30 and in the afternoon before 3.00pm
- be vigilant of pedestrians and other vehicles
- park in the designated areas not in the staff parking areas

Service Drivers should:

- not to come into the school car park between 8.30-9.00 and 3.00-3.30
- enter driving forwards and reverse to leave

Pupils riding bicycles or scooters should:

- dismount at the school gates and push to designated parking areas. (scooters and bikes are prohibited from use in the playground)
- be vigilant of drivers and other pedestrians
- arrive before 08.45 to ease congestion
- park in the cycle shed

Pupils (Walking)

- Pupils in years 4 to 6 may walk home alone. This is encouraged for years 5 and 6 to reduce traffic at the school.

Injuries to persons

- Any injuries caused by traffic on site should be reported to the school for further investigation.

Damage to vehicles

- The school will not be responsible for claims relating to damage or theft from vehicles on the site.

Compliance

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