

The Dales School Traffic Management Plan



Introduction

This document has been prepared to inform and instruct employees, pupils, parents/carers and others who enter the school site, including visitors, both pedestrian and those using vehicles, about the site rules concerning pedestrian and vehicle separation.

The Dales School takes safeguarding and the Health & Safety of all site users very seriously. It is therefore imperative that individuals take great care and exercise caution when on the school grounds or within the vicinity of the school grounds and follow instructions put in place to minimise and wherever possible avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the School Office in the first instance.

These instructions constitute site rules, and we urge all site users to read this document carefully and act in accordance with its content.

This document will be placed on the school website and a hard copy can be collected from the school reception.

This document will be reviewed annually, and awareness raised through our various communication routes.

Pedestrians

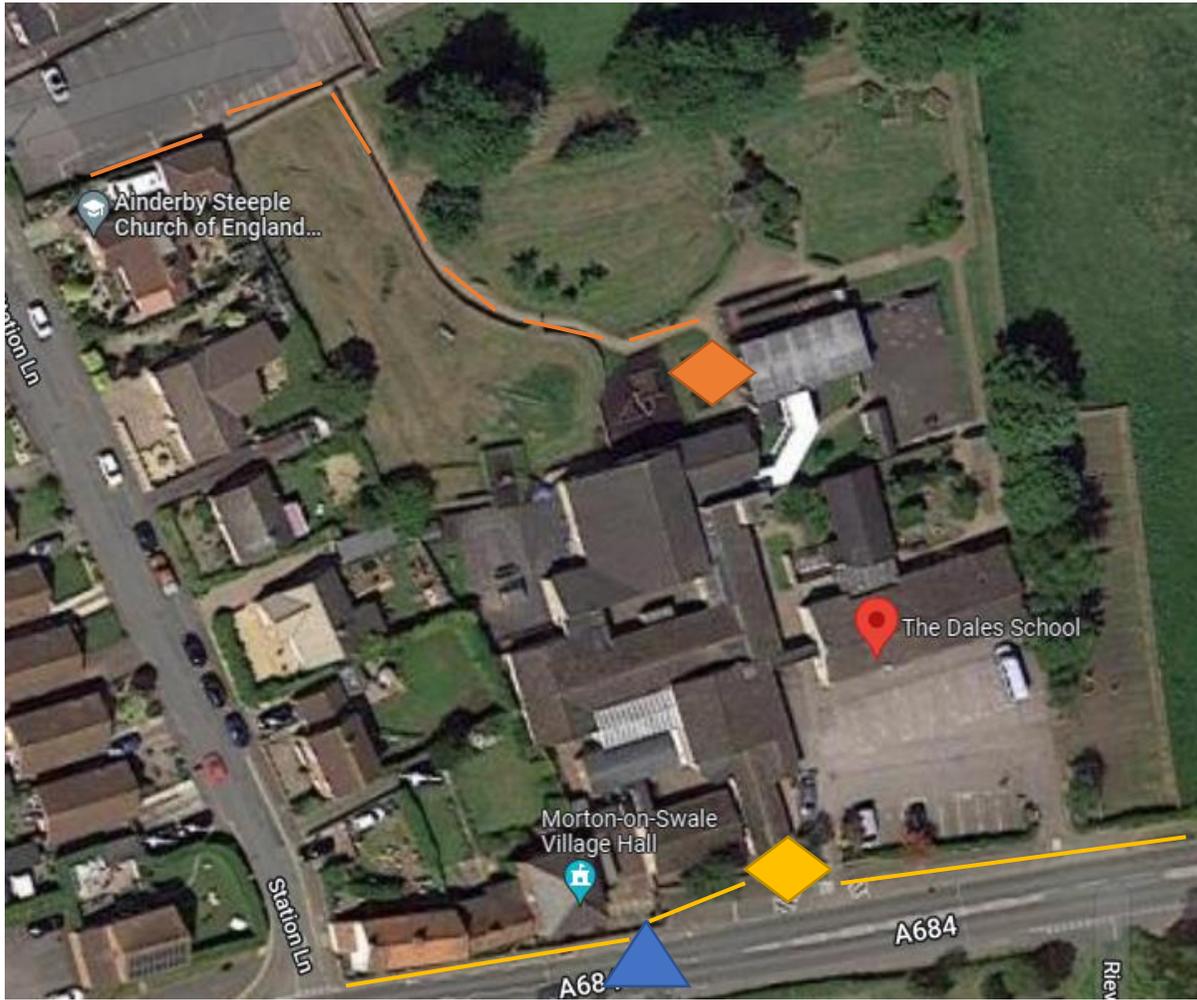
There is a pavement to the front of the school, with pedestrian access gate to the right (with the school behind you) and marked on the picture below with a 

Pedestrians should recognise that there is a vehicle access and exit point to the left of the pedestrian access point, and should exercise caution when crossing these areas.

Pupils accessing the Site from Ainderby School or from the Children's Resource Centre can do so by going through the Ainderby School carpark and accessing the site via the door indicated with a 

However, for access to the school, this would need to be done via prior arrangement as the doors can only be opened by a member of Dales School staff.

To the right of the school (with the school behind you), there is a pedestrian crossing, marked on the map with a:  Anyone needing to cross the main road are strongly encouraged to use this crossing.



Car Park

Anyone entering or exiting the car park in a vehicle should ensure that they use the correct entry and exit point and should drive with caution at all times.

The school has a main car park and an overflow car park. Between the hours of **8.50 – 9.10** and **2.50-3.10**, all of the bays in both car parks are designated for either staff, parents, or school transport vehicles. Visitors and deliveries should be discouraged during this time and asked to part off site. Outside of these hours, providing the disabled bays are kept clear for those who need them, anyone can park in any of the available spaces.

In the main car park, there are 18 bays for school transport to use (identified in the diagram below), plus 2 disabled bays (bays 1 & 2), one reserved for parents, the other for a vehicle; bays 1 and 2 are also disabled bays. Vehicles parking in bays 1-19 should reverse into these spaces and switch off their engines whilst waiting.

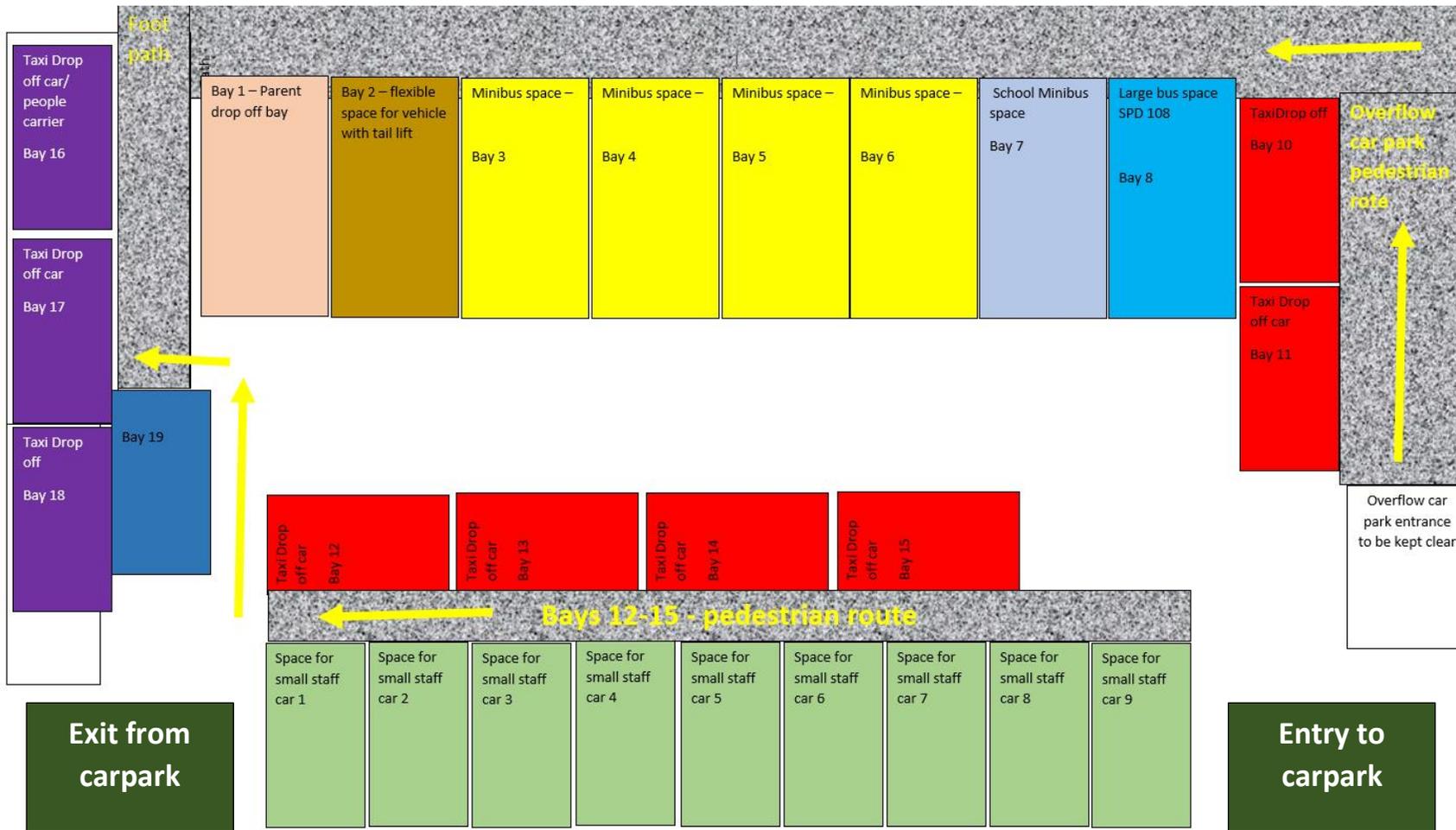
Main car park: In the main car park, there are 9 staff bays – staff can park in these bays, if they have a vehicle that does not prevent school transport using bays 12-15 (ie. their vehicle overhangs the parking space). Staff need to start to fill parking spaces by parking in bay 1 and then park consecutively, parking as close as possible to the next vehicle. It is a requirement for staff to supply the administration staff with their registration number so that it can be added to the management information system so that we can easily identify the owner of a vehicle and contact them if necessary.

Overflow car park: In the overflow car park there are a further 20 staff car parking spaces: staff are asked to fill these in sequence order to ensure maximum space; there are 13 spaces reserved for parents to use.

Offsite parking: Outside of the school there are 2 bays; one to the left and the other to the right of the car park. These are not part of the school premises, and anyone parking on the left side are asked to ensure that they do not park in such a way that their vehicle is blocking the entry or exit points. Vehicles parked in the right-hand bays obscure the line of sight for anyone exiting the car park, so whilst we can not stop anyone parking here, we do request that people try and find alternative parking. Anyone parking off site is asked to park considerately and not to block pavements of neighbouring drives.

Staff are also able to park at Ainderby School and walk into school the back way.

Pedestrians in the car park: There are clear pedestrian routes marked and everyone using the car park should keep to these routes.



Staff 23	Staff 22	9	Staff
Staff 24	Parent drop off 9	10	Staff
Staff 25	Parent drop off 10	11	Staff
Staff 26	Parent drop off 11	12	Staff
Staff 27	Parent drop off 12	13	Staff
Staff 28	Parent drop off 13	14	Staff
		15	Staff
		16	Staff
		17	Staff
		18	Staff
		8	Par
		7	Par
		6	Par
		5	Par
		4	Par
		3	Par
		2	Par
		19	Staff
Bin store	Parent drop off 1	20	Staff
		21	Staff

Visitors

Visitors are welcome to park in the main car park but are requested to avoid the pupil drop off and collection times and follow car park rules as identified above. The car park is often busy however only designated car parking bays should be used and no parking on the double yellow lines or in the bus lane is permitted at any time.

Access into school is only permitted via the main reception entrance doors. All visitors must report to reception; there is push button access to gain entry to reception, and sign in where they will be asked to read and sign a safeguarding letter and be issued with a visitor badge, which must be worn at all times. Additional visitor information is located inside the badge holder. Visitors should sign out and hand in their badge when they leave the site.

Servicing / Deliveries

Drivers of service vehicles should report to the reception and complete the mandatory paperwork, then await the arrival of a member of the site team.

Management Practices

Key to the ongoing monitoring of the plan is the role of the school Senior Leadership Team and other key staff. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

During drop off and pick up times, there will be at least one member of staff on duty who will be able to radio for support, offer behaviour management support and also direct vehicles on and off site. Anyone entering the site, are requested to follow the directions of this member of staff to ensure safety for all.

Communication

Walkie-talkies are used between LMT and classes to support transition of pupils to and from the car park. All walkie-talkie's should be charged and tuned to channel 9 between 9am and 9.10am and then 3.00pm and until all pupils have left the site.

Reporting: Any accidents, incidents or concerns (including reporting a near miss on exiting the car park) should be reported to the office.

Non-Compliance

If there are concerns or incidents that constitute non-compliance these will be recorded by those monitoring the site and appropriate action will be taken. This includes possible disciplinary action and reports going to contractors or service management which may result in negative action. Day to day monitoring of the site will be undertaken by the Senior Management Team on duty and any issues/instances reported, recorded, discussed and where necessary actioned.

Reviewed January 2023