



# **TRAFFIC MANAGEMENT POLICY**

**Chair of Governors:**

**Date:**

**Review date: October 2028**

## TRAFFIC MANAGEMENT ARRANGEMENTS

at

Ysgol Bryn Derw ASD Special School

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## 1. Introduction

This document has been prepared to inform and instruct employees, pupils, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Ysgol Bryn Derw takes the health and safety of all site users very seriously. It is therefore imperative that individuals, when in the school grounds or within the vicinity of the school grounds, take care, exercise caution, and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the Headteacher.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules.

Copies of the traffic management arrangements are also available from the school office and on the school website: [www.ysgolbrynderw.co.uk](http://www.ysgolbrynderw.co.uk)

The document will be reviewed every three years and awareness raised regularly e.g. through parental events, newsletters, SeeSaw, Coffee Mornings and assemblies. For further information, please contact the Headteacher.

## 2. Layout / Access

Access for vehicles is:

Melfort Road site = from Melfort Road Newport, and is via a driveway.

Kimberley Park site = there is no vehicular access to the site.

Caerleon site = from Hadrian Close Caerleon Newport, and is via a driveway.

Visitors to Melfort Road may park on the school site and should park in the first section of bays they reach on entering the school site in the bays clearly marked 'visitors'. Visitors to Kimberley Park and Caerleon sites should park off site in line with local traffic regulations.

~~Parents/carers who drop and collect their child or are visiting the school for other events should use the visitor bays.~~

## 3. School Opening / Closing times

School sites open 7am

School Day 9am – 3.15pm

School sites close 6pm

## 4. Official pupil transport management

Ysgol Bryn Derw pupils are transported to and from school by Local Authority transport, either taxi or minibus.

Melfort Road = Vehicles are permitted to park in their designated disabled/car bays, pupils will be collected from their vehicles by school staff.

Kimberley Park = Vehicles will be required to queue to use the designated collection bays in the Kimberley Park car park which has been risk assessed by senior school staff, pupils will be collected from their vehicles by school staff

Caerleon = Vehicles are permitted onto site and will be required to queue to use the designated collection bay close to front reception, pupils will be collected from their vehicles by school staff

At all sites drivers receive detailed instructions as to their behaviour on site, covering driving, speed and access/egress.

## 5. Vehicles at school site

All vehicle drivers authorised to enter the Melfort Road and Caerleon sites must be informed of the need to exercise extreme caution during access and egress.

### i. Visitors' vehicles

Visitor vehicles at Melfort Road are required to park in the visitor bays that are the first bays reached when entering the car park.

All visitors on all sites must report to reception and sign in before going anywhere in the school.

Visitors are required to leave ~~a note of~~ their registration number during the electronic sign-in process ~~with the School Support Officer~~ at reception. On departure, visitors should sign out at reception and leave the building by the main entrance door.

### ii. Parents' vehicles

Parent vehicles at Melfort Road are required to park in the visitor bays that are the first bays reached when entering the car park.

If parents need to use the overflow car park (due the visitor spaces being full) they will need to follow all instructions from staff members when crossing the footpath. Vehicles in the overflow car park will need to follow the direction of staff manning the crossing before entering/leaving the overflow car park.

All parents visiting the school building must report to reception and sign in before going anywhere in the school. Visitors are required to leave ~~a note of~~ their registration number during the electronic sign-in process ~~with the School Support Officer~~ at reception. On departure, they should sign out at reception and leave the building by the main entrance door.

When dropping children off, or picking them up, parents are requested to use the footpaths and zebra crossings and not to walk on the road areas of the car park.

The school has a 5mph speed limit, which should be respected by all road users.

### iii. Staff vehicles

Members of staff at Melfort Road who wish to park on the school yard must arrive on site by 8.50am or after 9.10am. There is no on-site staff parking at Kimberley Park or Caerleon sites.

As the school yard may also be used by pupils, drivers should proceed slowly at all times, and should park in gear, and with the hand brake on.

School staff may leave in vehicles at the end of the day before 3pm or after 3.30pm.

Drivers should proceed slowly at all times. Please bear in mind that some young people and some pupils will have little or no awareness of road safety and you should take account of this. Staff are expected to act responsibly on the site when parking and accessing the school building. Registration numbers should be supplied to the school office so that you can be contacted if there is a need to do so.

#### iv. School Minibus

The school minibuses may be parked in a disabled bay at the front of the school building during the school day. The minibus is only to be used to transport children to and from their homes in exceptional circumstances and at the discretion of the Headteacher/Deputy Headteacher. On the occasions when the minibus is used, it will follow the same rules as all other vehicles.

#### v. Contractor's vehicles

Contractors should arrange to visit the site by appointment and will be informed of site access arrangements prior to arriving.

#### vi. Building works vehicles

Where significant works are proposed the vehicle access and working arrangements must be discussed at the feasibility stage between Headteacher/Site Manager and Contractor and approved by Headteacher/Deputy Headteacher. The site access arrangements need to be recorded and communicated to all site users.

#### vii. Servicing/Deliveries

Drivers of service/delivery vehicles will report to main reception upon arrival.

#### viii. Coaches

Melfort Road = Coach drivers for large school trips are required to park adjacent to the school building (or on the driveway hill, if the coach is too large to access the site) to allow prompt pupil access to vehicles.

Kimberley Park = Coach drivers for large school trips should park in close proximity to the front of the school site on Blaen-y-Pant Crescent.

Caerleon = Coach drivers for large school trips should park in close proximity to the front of the school site on Hadrian Close.

## 6. Pedestrians at school site

Melfort Road & Caerleon sites = All pedestrians are advised to enter/exit the site via the footpath entrance gate next to the vehicle entrance gate.

Pedestrians should not walk on the driveway at any time and should exercise caution during peak times.

## 7. Parking

A regular review of parking arrangements is undertaken to consider if:

- The parking spaces are in appropriate places
- The position of the spaces hinders access to/egress from the building.
- Vehicles have to cross pedestrian routes to access them.
- The route allows suitable access for emergency vehicles.
- The parking area is in a suitable condition.
- Arrangements are in place for disabled parking.
- Vehicles must give way to pedestrians at designated crossing points.

## 8. Cycles

Cyclists must park in the agreed locations:

Melfort Road = at the bicycle racks.

Kimberley Park = in the staffroom outdoor area

Caerleon = hardstanding next to bins area

## 9. Pupils

Pupils are made aware that parking areas are out of bounds, and are given training in the safe use of paths and zebra crossings.

## 10. Footpaths

Pedestrian footpaths must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways which are in poor condition may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them.

## 11. Physical Control Measures

### Signage

- Road marking indicating the one-way system the car park.
- Road marking indicating the zebra crossings.
- Road markings indicating the disabled bays.
- A sign indicating the overflow car park

### Footpaths

Pedestrian footpaths must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss.

### Supervision

- The caretaker will supervise access and egress from each school site during the periods 8.45-9.15am and 3-3.30pm, controlling the flow of vehicles.
- A senior member of staff will supervise the flow of vehicles within the car park during the period 8.55-9.05am and 3.10-3.25pm, again controlling the flow of vehicles.

### Poor visibility

Where the visibility is poor then the following must be considered:

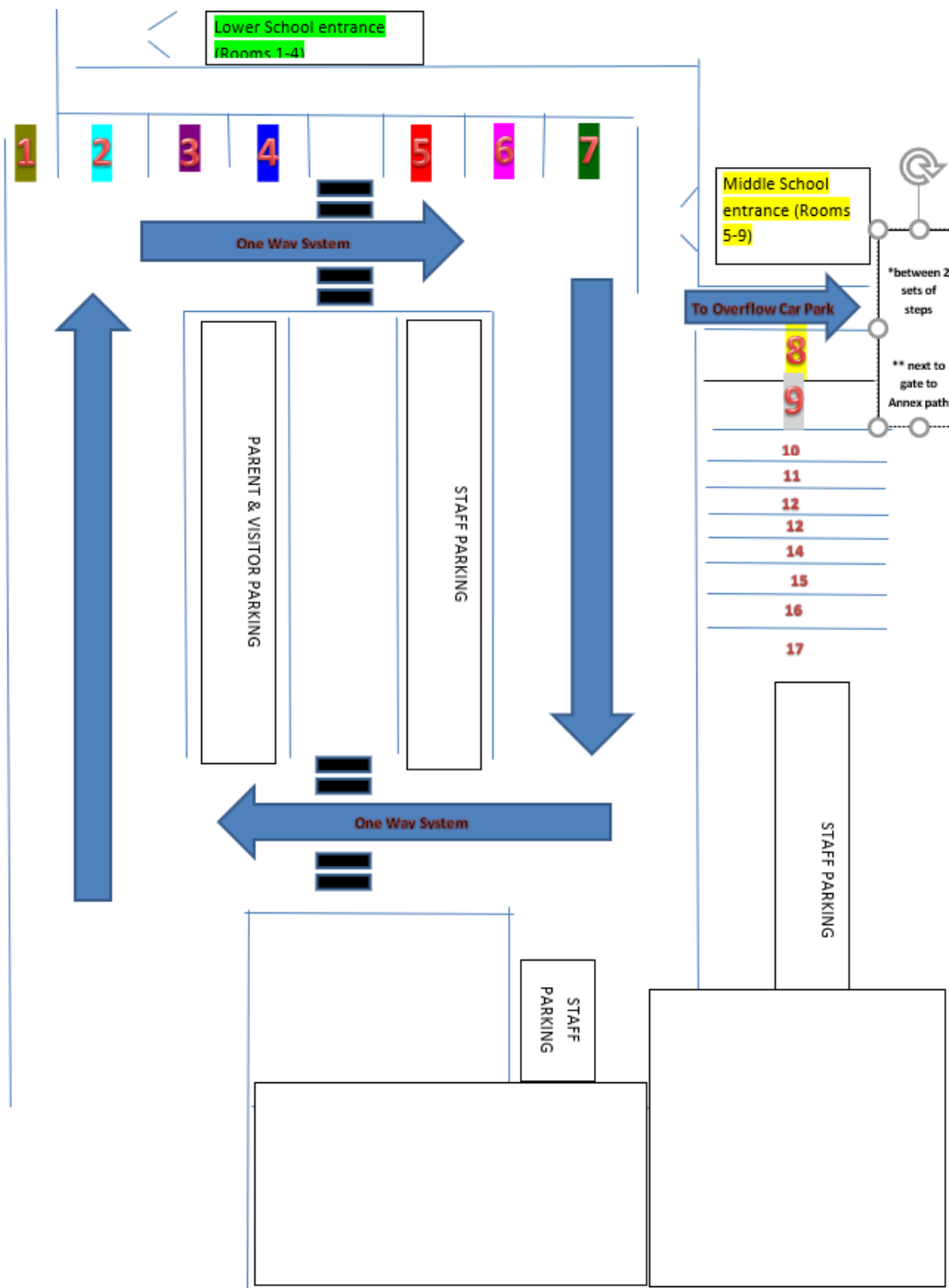
- Is there adequate lighting for traffic routes and footpaths?
- Have staff undertaking supervisory roles been provided with high visibility waistcoats?
- Encourage pupils to carry/wear reflective safety products/clothing when necessary.

## 12. Policy Review

This policy will be reviewed on at least a 3-yearly basis

## Appendix 1:

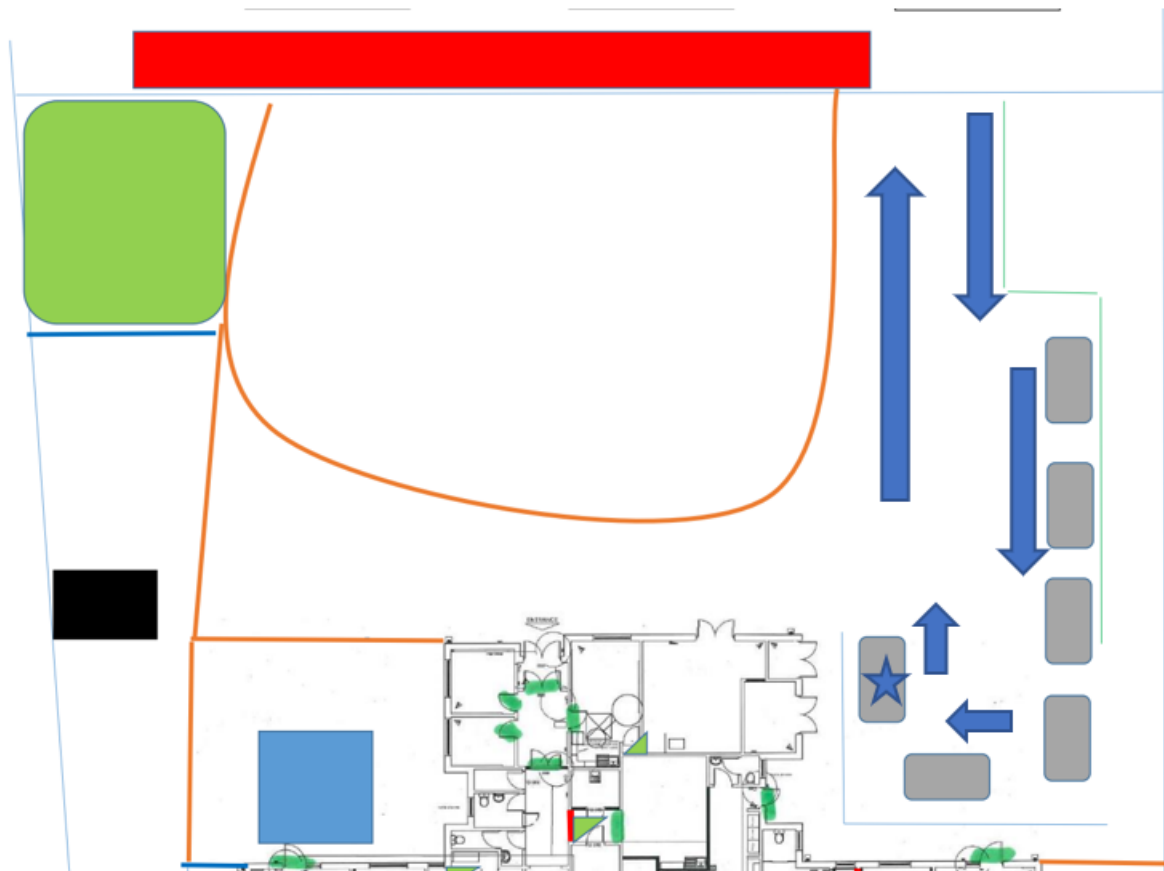
### Traffic management during drop off & collection: Melfort Road site





## Appendix 2:

### Traffic management during drop off & collection: Caerleon site



Front taxi/minibus will unload/load pupils under direction of school staff whilst all other vehicles queue to become the front vehicle

Suggested parking area for staff/visitors