

Traffic Management Plan

School / Location	St Michael's College, Merrimac
School Principal	Veronica Wasiak
Business Manager / WHSO	Tanya Albertsen / Marissa Biermann

Pick up and drop off points for students

The following safety controls are in place to ensure that the picking up or dropping off students is undertaken in a safe manner:

1. Carparks are limited to 5km for all vehicles, signage at the front of the College as you enter the gates and at turning bay in front of trees in front carpark
2. Entry and exit signage to the College is located at:
 - At Main Entrance off Jondique Avenue
3. Designated pick up and drop off areas for students are located at:
 - In the Main Carpark at the front of the College (near administration office)
4. Pick up and drop off areas for students are clearly marked by:
 - There are four waiting bays lined marked
5. Designated pedestrian crossings are:
 - Jondique Avenue near main College entrance
 - Crossing is supervised by a designated crossing controller from 7.45-8:30am and 2.45-3.30pm
6. School Crossing Supervisors follow established Department Traffic and Main Roads protocols. The following aids and personal protective equipment (PPE) is used:
 - High visibility jacket and lollipop sign
 - Flags
 - Hat

In the absence of the trained Crossing Supervisor, College staff will provide crossing monitoring duties only.

7. Pedestrian walkways are physically protected from designated roadways by:
 - Fencing
8. Pedestrian walkways are clearly marked/indicated by:
 - Signage and yellow lines
9. Main carpark is one-way traffic flow as indicated with signage
 - Areas of no go for any vehicles such as golf buggies documented on school map.
 - Buggy driver inducted.
 - There is a striped, yellow area near Canteen which is Loading Zone.
 - Left turn only signage when exiting school via main carpark.
 - Stripped yellow area for ambulance bay

Courier and/or delivery drop off points

The following safety controls are in place to ensure that deliveries of various items to the College is undertaken in a safe manner:

1. All couriers and/or delivery drivers must report to the main reception before entering the College. Designated courier and/or delivery drop off points are directed by reception and if vehicle entry into the school is required a staff member will escort the driver:
 - Driver reports to Reception who then is signed in (if not just dropping off of a parcel). In cases where there is a large delivery, e.g. Art or ITD, then teacher in that area is to be contacted and he/she is to organise someone to come to the office. If not possible, then groundsman is to be contacted to escort the driver.
2. Courier and/or delivery drop off points are clearly marked by:
 - Sign at main entrance directs to Reception and clear signage on brickwork with an arrow pointing to Admin/Reception.

Safe passage of vehicles within the school (e.g. tractors, golf buggies, ride on mowers, Utes, school buses)

The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, golf buggies or ride on mowers are required to move around the school:

- UTV x 1 (Buggy)
 - Ute x 1
 - College Buses – 1 x 12 seater, 2 x 24 seater
 - Golf Cart (owned and operated by Hudor, cleaning contractors)
 - Ride on Mower x 1
 - Coffee Caravan x 1
- School buses are away from main area outside the grounds shed. For excursions etc. the Groundsman or other appropriately licensed driver would bring the bus to carpark or grassed area near Chapel.
 - The coffee caravan is garaged in the Tech Cage and can be moved manually or towed on a vehicle/college big bus. If towing the caravan on a vehicle, this traffic management plan applies for times and routes of movement. Movement of the caravan is to be approved by the Principal.
 - Prior to entering St Michael's in the case of an emergency, drivers of any vehicles must report to the main reception to arrange for a member of staff to act as a "spotter" to supervise vehicle movements whilst on site.
 - All groundsmen have been trained/inducted in the operation of ride on mowers and the ATV buggy.
 - 1 x Golf Buggy owned and operated by Hudor (Cleaning Contractors) is parked at the back of R Block and is only used after 4:00pm. Cleaners use buggy to take rubbish to big bins on the oval.
 - No vehicles are to move about the college during 7.45-8:30am and 2.45-3.30pm, during lunch breaks and other times of high pedestrian traffic.
 - Speed limits for the buggy and mower are set at "walking pace". (Buggy does not have speedometer)

Student Vehicles – Bikes, Scooters

- The bike racks are located at the back of the Main Admin Building, down from the Chapel.
- The safest way for students who ride bikes or scooters to enter and exit the school is through the pedestrian side gate located next to the main carpark gate.
- The top front carpark gate is shut every day at 2:45pm to limit cars and bikes moving together. Bikes exit through the pedestrian gate, not main carpark gate
- Students are to dismount the bike or the scooter at the gate and “walk” the bike or scooter through the College on the footpaths, not through the carparks.

See School Map

Pink Vehicle Zone:

- Ride on mowers, buggies and other vehicles are not to be used in the pink no vehicle zone as designated on the site map unless in an emergency situation, when they can be used with a spotter present.

Yellow Vehicle Zone

- Vehicles entering the yellow vehicle zone must always have a spotter

Green Vehicle Zone

- Speed limits are set at “walking pace” unless marked otherwise
- All other normal road rules apply

- Emergency vehicle access is available through the gate leading to ITD workshops or through oval gate.

Parking arrangements

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking within the school:

- There are 34 marked car parks available for employees in the front carpark, another area West of Chapel that allows 15-20 marked parks, and 20 more unmarked spaces, 5 designated in main carpark for CLT, 2 for Visitors, 1 Disabled and 24 others for staff and visitors.
- There is a designated emergency vehicle bay marked “ambulance” with yellow line markings in the main carpark.
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - On main wall
- Only street parking for students. Term 4 the oval is opened to allow for more student parking as more may have their license.

St Michael's College School Internal Traffic Management Plan

Special Events (e.g. Fetes, Sporting Events etc.)

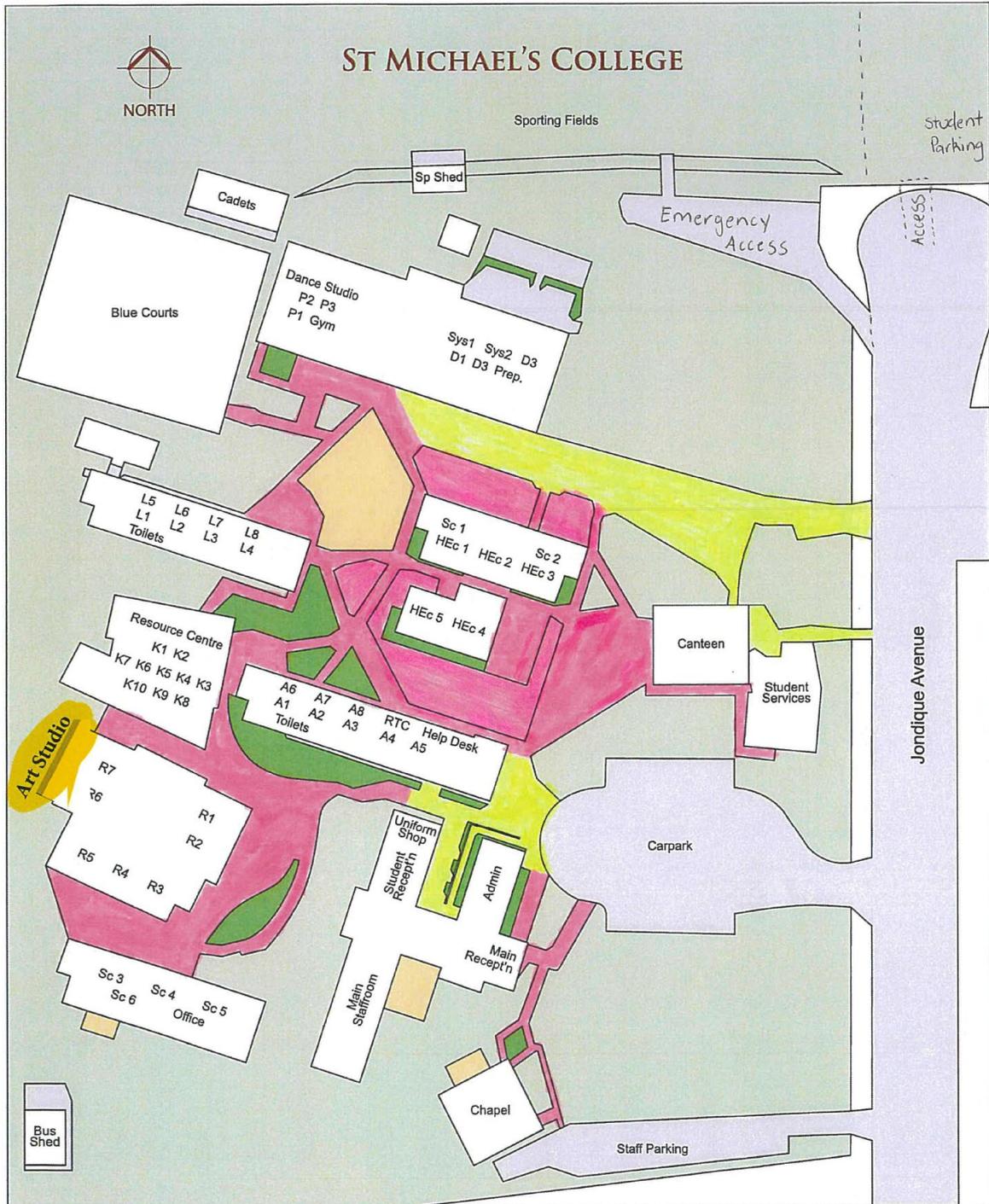
Traffic control requirements for special events may vary and control measures will need to be determined through a specific risk assessment.

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the College.

St Michael's College School Internal Traffic Management Plan

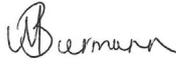
Site Map

Pink Area = No Vehicle Zones
Yellow Area = Vehicles MUST have a spotter.



St Michael's College School Internal Traffic Management Plan

Signatures:

Principal	Veronica Wasiak 	Date	10 March 2026
Business Manager / WHSO	Tanya Albertsen Business Manager Marissa Biermann WHSO 	Date	March 2026