



## TRAFFIC FLOW & PARKING PROCEDURE

**PROFILE:**

This procedure outlines the driving and parking flow of traffic around the College premises including Egham Road, Burswood Road, Kitchener Road and Leigh Street. All members of the College Community, when entering the vicinity of the College shall exhibit the utmost consideration and respect for the wider community.

Document Type	Non-Core Procedure
Document No.	PR74
Owner	Teacher
Priority	2
Review Date	Term 4 2015
Next Review Date	Term 4 2016

### Version Control and Change History

Version Number	Approval Date	Approved By	Amendment
V1			Reformatted
	Term 1 2015		Extracted from Policy document
V2	June 2018	Principal	Joined Driving & Parking Procedure and Student Drop-off & Pick Up Procedure together and named it "Traffic Flow and Parking Procedures"

Name of Reviewer	Dr Gary Pears
Date Returned	14 June 2018

## Perth Individual College:

- endeavours to ensure the safety of students, staff and parents during the busy College pick-up and drop off periods;
- strives to minimise the effects on our neighbours of the increased vehicle and pedestrian traffic; and
- runs a structured daily timetable that requires the prompt arrival and departure of students as part of the normal College day.

### 1. PROCEDURES

All College members, at enrolment or at any time when car details change, will provide the car registration numbers for ALL cars used to drop-off or pick-up children at Perth Individual College. This will include parents, grandparents and other child-minders.

The College has implemented a Traffic Flow Plan allowing access to Egham Road only from the Burswood Road end, travelling up the hill past the school on the left and exiting onto Kitchener Road adjacent to the railway line; either right to exit the area, or left to travel down Leigh Street to gain access again to Burswood Road to exit the area.

The school community is strongly encouraged to adhere to the suggested flow pattern to minimise traffic hold-ups and jams; but above all minimise the risk of injury to our students [your children] and other members of the Perth Individual College family.

❖ **THERE IS NO PARKING AT ANY TIME ALONG THE RESIDENTIAL SIDE OF EGHAM ROAD OPPOSITE THE COLLEGE.**

❖ **THERE ARE NO U-TURNS TO BE MADE IN EGHAM ROAD.**

Traffic flow up Egham Road only is encouraged to avoid traffic being unable to pass on the narrow part of the road where parking is allowed. This is extremely important as other members of the local community do travel down Egham; including The Town of Victoria Park Rubbish Trucks and the like. Cars have been damaged and it is advisable not to park on that side of the road.

At no time are the College's community members allowed to drive or park on verges or driveways in order to pass another vehicle travelling in the opposite direction.

❖ **NO PARKING IS PERMITTED ON ANY OF THE VERGES IN EGHAM ROAD, OR IN THE DRIVEWAYS OF RESIDENTIAL PREMISES.**

❖ **COLLEGE COMMUNITY MEMBERS ARE NOT TO PARK IN THE PARKING AREA OF THE BUSINESS LOCATED IN EGHAM ROAD, NOR IN ACCESS OR LANEWAYS.**

❖ **COLLEGE COMMUNITY MEMBERS ARE NOT PERMITTED TO "DOUBLE PARK" BEHIND CARS ALREADY IN THE PARKING BAYS ADJACENT TO THE SCHOOL.**

❖ College community members are to observe the parking signage provided by the school. Please do not block the **EMERGENCY EXIT BAY** in front of the double gates nor park in the marked **DISABLED BAY** unless displaying an approved ACROD permit and have had your car registration number registered with the College Office.

❖ College community members are not to park in the **PARENT WITH BABIES BAY** unless they have a child on board who is 18 months old or younger.

School community members are not to park in the 147 Burswood Road area as these bays marked are marked for Staff use only, as these are a premium and Staff must gain parking to allow them access to their place of work to begin the supervision of students each morning.

Parking is permitted in the marked bays on Kitchener Avenue and also in Leigh Street. Again, there is no parking in business's private car parks, on verges or in driveways and laneways.

There is parking along Burswood Road in marked bays according to the signage.

Parking is available, free of charge, for a 2-hour period in the car park at GO Edwards Park. College community members are encouraged to use this facility and gain access to the school via the crosswalk located outside the College's Office entrance.

College community members are reminded to observe the **speed restrictions** around the school and surrounding vicinity and encouraged to remember that the safety of our students and community is always paramount. The 40 km/h applies from 7.30am to 9.00am and again at 2.30pm to 4.30pm in the afternoon.

In the interest of reducing congestion, community members are encouraged to park in areas other than the immediate vicinity of the school and walk a short distance to school.

Many bays are empty and available only a short walk from the school.

As role models for your children, grandchildren and those in your care, community members are encouraged to always follow the Perth Individual College **RESPECT, RESPONSIBILITY, RULES** Guidelines.

Please help us to make our community a safe and respectful place by demonstrating these virtues at all times.

## **1.1 Responsibilities**

### **1.1.1 The Principal's Responsibilities**

The Principal will:

1. Provide facilities/resources to ensure all reasonable care to ensure students are safe.

### **1.1.2 Parent Responsibilities**

Parent / Guardian will:

1. If allowing their child(ren) to play in the playground before or after School, be responsible for the supervision of their child(ren).
2. If using any Kiss and Drive facility, follow the correct procedures and direction of the Kiss and Drive operation - if operational.
3. Follow the guidelines for driving/parking in the College vicinity.

### **1.1.3 Student Responsibilities**

Students will:

1. Stay in their designated supervision area if their parent/carer is not on the College grounds.
2. Follow instructions of the Kiss and Drive operation (if operational).

## **1.2 Scheduled College Hours**

Students are not to be on College grounds before 8.20 am and after 3.30 pm unless they are attending scheduled College activities and prior permission is expressly given by a staff member, eg:

- Music lessons
- Band / recorder practice

Any family who has extraordinary circumstances and requires that students are on the College grounds before 8.20 am, must make prior arrangements with the Principal to have the students supervised in the Administration area.

## **1.3 Morning Drop-Off**

Parents may:

- Use the Kiss and Drive facility as outlined below (if operational).
- Leave their child(ren) in the designated College supervised areas:
  - Cycle 1 students will be supervised in their class
  - Cycle 2, 3, 4 and 5 students will be supervised by College staff in the 150 Assembly area.
- Remain with their child until College commences. Parents choosing to stay with their child are responsible for supervising their child (eg on the playground) until the bell goes at 8.40 am.

Students on College grounds without parental supervision must go to their designated supervision area so they can be safely supervised until the bell goes.

### **1.3.1 Kiss and Drive (if operational)**

Kiss and Drive is a facility operated by volunteers and teachers, which enables parents to drop their children off at College. It operates from 8.30 am to 8.40 am on College days.

To ensure that all children are kept safe and to be able to continue to use this service, users of the Kiss and Drive facility must:

1. Enter the Kiss and Drive via the left hand driveway - there will be a sign clearly showing the entrance. Refer to Appendix A for Kiss and Drive route map.

2. Follow traffic directions given by Kiss and Drive volunteers and teachers, eg where to drive, where to stop and when to leave.
3. Drive slowly in case a child runs out in front of you.
4. Switch off engine whilst children are alighting from vehicle.
5. Exit the Kiss and Drive area via the right hand drive way turning left only (**you cannot turn right as this will back up traffic**).

After exiting the vehicle, students will be:

- directed by a volunteer to stand in a safety area
- escorted to the 150 Assembly area to be supervised by College staff if required.
  - Cycle 1 students will be supervised in their respective classrooms from 8.30 am until 8.40 am when class begins.
  - Cycle 2 and 3 students will be supervised in the 150 Assembly area until classes commence at 8.40 am.
  - Cycle 4 and 5 students can enter their classes to read or work on projects.

#### **1.4 Afternoon Dismissal**

All students are dismissed from class at 3.00 pm.

Cycle 1 and 2 students will be dismissed from class into the care of their parent/carer. Students not collected by parents/carers at this time will be placed in Camp Australia Out of School Care. All parents whose children are placed in Camp Australia Out of School Care will incur the relevant Camp Australia Out of School fees.

Parents are encouraged to leave the College grounds as promptly as possible after collecting their children.

Children remaining on College grounds after they have been dismissed from class must be supervised by their parent/carer.

A bell will be rung at 3.30pm to indicate that the College grounds should be clear for Cleaning and Maintenance staff to begin their duties. No parents or children are permitted to remain in the College grounds after 3.30 pm.

#### **1.5 Third Party Usage of College Facilities**

Perth Individual expects all external third party users using the College grounds out of College hours to comply with the procedures of this policy, eg

- Tae Kwon Do lesson providers (if running).

Parents must ensure they are familiar with any such third party arrangements affecting their children.

## 1.6 TRAFFIC FLOW AND PARKING GUIDELINES

### Respect, Responsibility, Rules

These guidelines aim to ease traffic congestion, frustration, property damage, keep good relations with our neighbours and most importantly, **keep our children safe**.

The College knows that most people tend to follow the rules and we congratulate those families who do, but there is always a small group of people who don't.

A big element of being a part of this College is the mutual respect that should be exercised between the College and families of the College, staff and the local residents and businesses.

### Working towards positive change

Every time someone *chooses* not to follow the rules, they make it extremely difficult for the College to work with local Councils to make positive change.

This is because when we don't follow the rules, local residents and local Councils don't vote positively for us when we want to make positive change for our College, your College.

When the Driving and Parking directions are followed, drop-off and pick-up times run much more smoothly and safely.

### Driving and Parking Directions:

- Use Egham Road as a one-way street. Enter from Burswood Road end and exit up the hill onto Kitchener Road (refer Appendix B for map illustration).
- Follow all parking road rules; there are plenty of road signs to help guide you.
- Do not park on or in people's driveways, verges or any of their private property. This incurs a \$180.00 fine and / or wheel clamping, by the Town of Victoria Park.
- If parking on Egham Road, only do so on the College side.
- We can't all park at the door at the same time. There is further parking available along Burswood Road and near GO Edwards Park across the road from the school on Burswood Road.
- Consider car-pooling with other families who live nearby, you share the drop-off and pick-up responsibilities and reduce driving and parking issues.
- Do not park in the **Disabled Bay** in front of the College unless you have a current and valid ACROD sticker.
- Do not park in the **Parents with Babies Bay** unless you have a baby 18 months old or younger who is with you.
- Do not park in the College's driveways.
- Do not park in the Leigh Street driveway (in front of Playgroup/Camp Australia OOSC).

- Students can be at school from 8.20am however, parents are responsible for the child/children until the bell rings at 8.40am and the child enters their classroom. Do not drop off your child and leave them unattended as their safety may be compromised. If you require an earlier drop-off, please use the before school service provided by Camp Australia at [www.campaustralia.com.au](http://www.campaustralia.com.au)
- People who *choose* to park in areas they should not, may incur fines from the Town of Victoria Park Traffic Rangers. This is easily avoided if the parking rules are followed.
- 40 km/h is the maximum speed limit around all schools. This is so that should a child run out in front of you, you have a better chance of stopping before serious harm is caused.
- If you are unsure if you are driving and parking according to the Perth Individual College and local Council guidelines, you can check with the school office, who can guide you further if necessary.
- Observe the 40 km/h speed limit around all Colleges - should a child run out in front of you, you have a better chance of stopping before serious harm is caused.
- If you are unsure if you are driving and parking according to the College and local Council Guidelines you can check with the College office who can guide you further if necessary.

**Please consider:**

1. other parking options, such as at GO Edwards Park across the road from the College on Burswood Road.
2. car-pooling with other families to share the drop off and pick up responsibilities and reduce driving and parking issues.
3. using the College's Kiss and Drive facility (if operational).

## **1. APPENDICES**

- Appendix A: Kiss and Drive Route Map
- Appendix B: Driving and Parking Directions
- Appendix C: Staff Parking Map (147 Burswood)

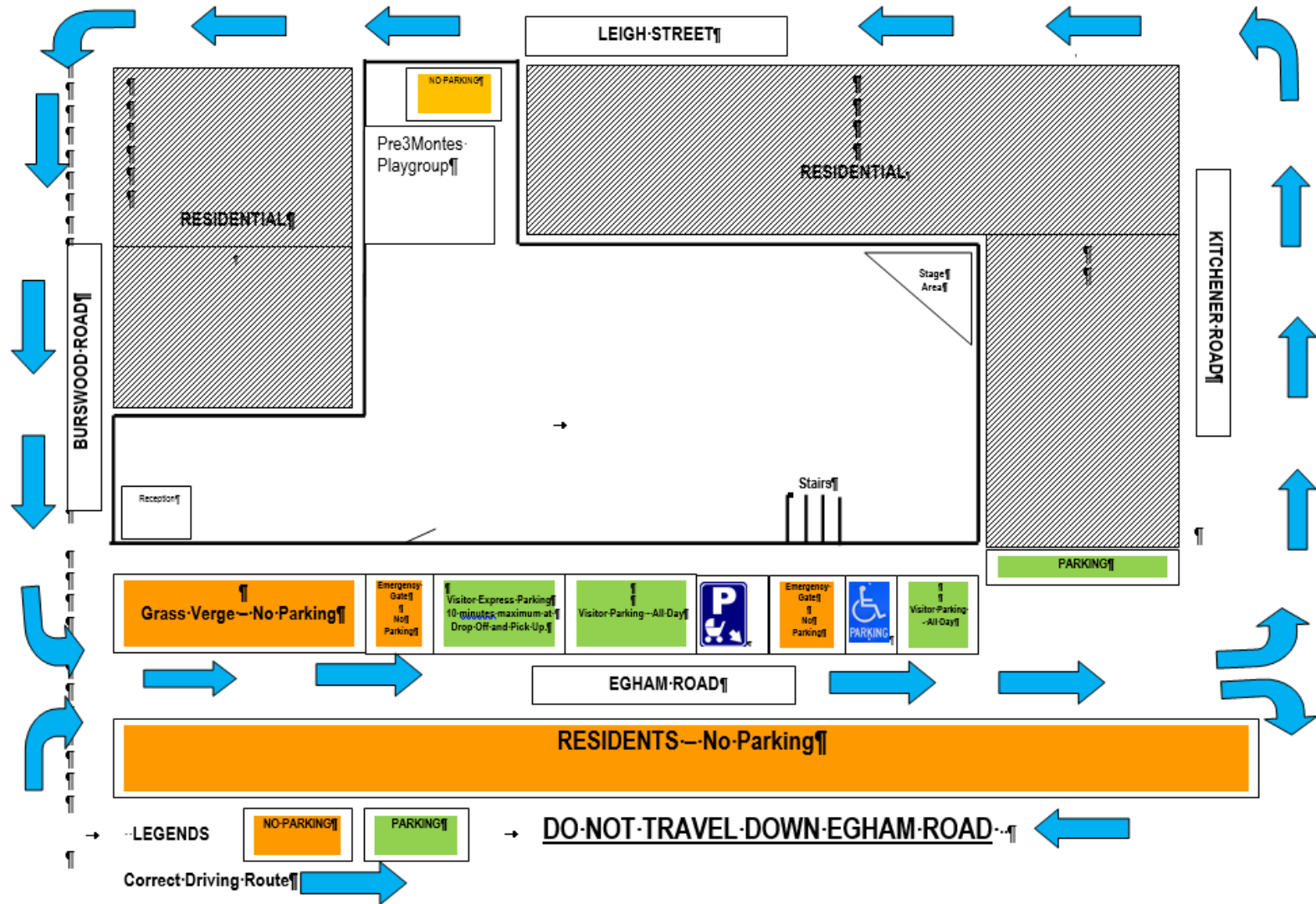
## Appendix A: Kiss and Drive Route Map

{insert Kiss and Drive map}

**Currently not operating.**

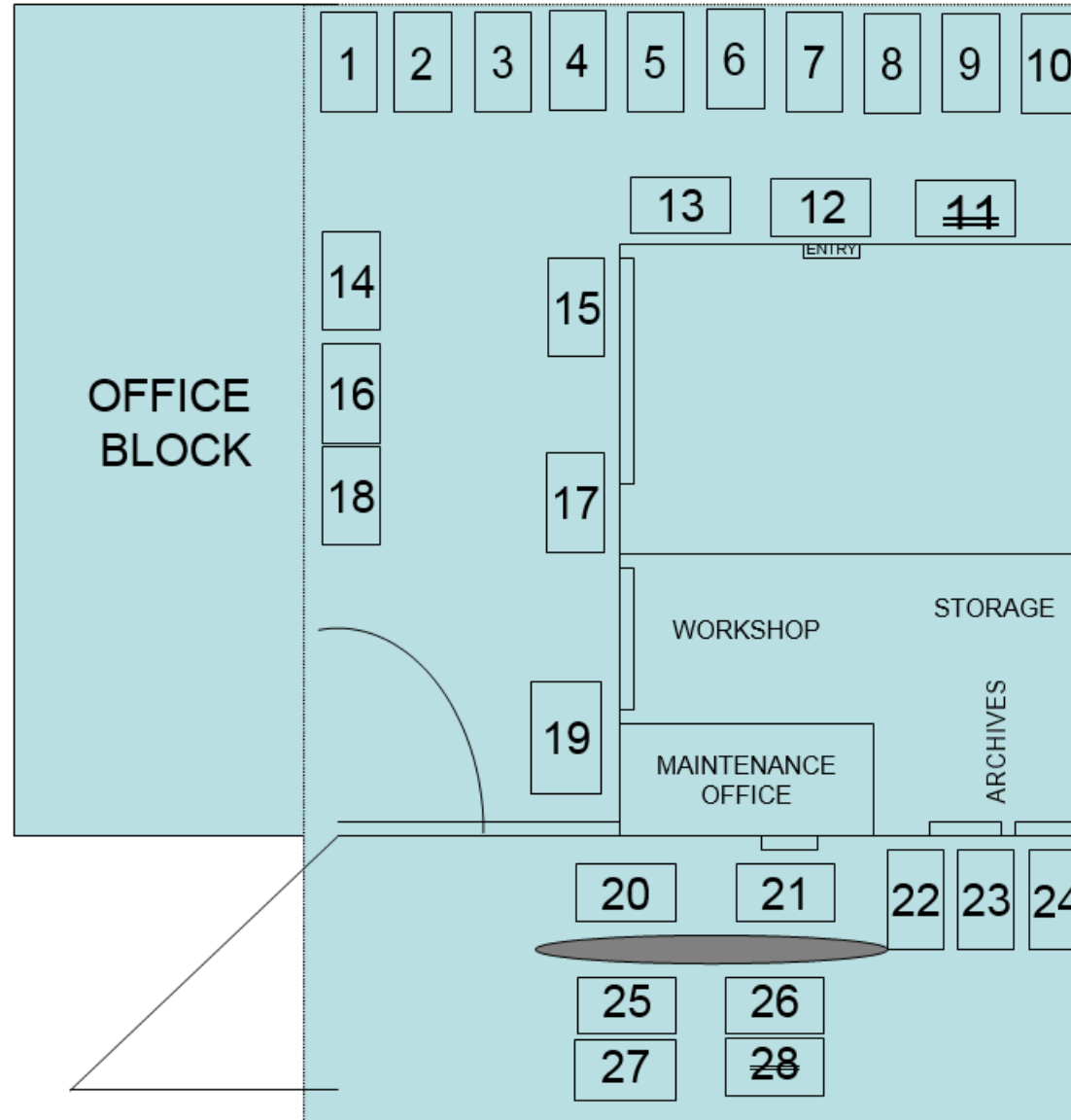


## Appendix B: Driving and Parking Directions



Appendix C:

Term 3 2018  
Staff Parking Map



**PARKING BAYS**

1. Anitra
2. Cono
3. Brad
4. Fiona
5. Udenie
6. Sarah
7. Caroline **M T W** / Anthea **Th F**
8. Jayne
9. Suzy
10. Michael
11. **Parking not available**
12. Tamara **W Th F**
13. Wendy **T Th**
14. Shamim
15. Rebekah **M T** / Keryn **W Th F**
16. Manmeen
17. Linda **Th** / Rashmi **T F**
18. Levanah
19. John **M T W** / Sally **Th**
20. Simon **M T W Th**
21. Alex
22. Ian
23. Gary
24. Adin **M W Th F**
25. Narida **M T W Th**
26. Jackie
27. Tibbs **M W F**
28. **No parking in this space**