

School Traffic Management Plan, Bedford



**Manager with responsibility
for Traffic Management Plan: Sarah Nichols-Weaver**

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Introduction

This document has been prepared to inform and instruct staff, 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.

KWS School Bedford takes the health and safety of all site users very seriously. Therefore, individuals must take care, exercise caution when on the school grounds or within the vicinity of the school grounds and follow instructions to avoid the risk of injury. Any concerns about traffic safety should be reported to the school reception, who will then liaise with the manager responsible for traffic management.

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

The document will be reviewed every two years, and awareness will be raised regularly through parental events and communications, keywork, school meetings, monitoring forms, and induction.

For further information, please contact:

admin@kwseducational.co.uk

School Layout / Access



Areas to consider when completing a School Traffic Management Plan

Environment

- Trees & foliage
 - All trees and foliage is at the rear of the school buildings.
- School layout
 - The school's layout is in a light industrial area that is accessed by the public during the day via the carpark. The school itself is not accessible to the public. Parents and deliveries are to enter via 51, reception.
- Lighting
 - There is sufficient lighting throughout the estate that comes on via a timer. There is additional emergency lighting.
- Seasonal (Ice, Flood, etc.)
 - There is a diversion through the carpark at times of flooding where all will use the path closest to the building for access. Gritting will be at all entrance door and across the carpark during the winter when there is ice.

Pedestrians

- Pupils will enter the school at door 25 at the start of the day.
- Pathways & Site Access
 - Site access is through 51.

Pupils

- Pupil volume
 - Up to 25 students.
- Age of pupils
 - Students are secondary 11-18 and can access all parts of the school.
- Abilities of pupils
 - SEN students having their requirements met within the school.
- Dis/embarking school transport
 - Start of the day is 8:45 with students arriving at their keywork rooms, before 9:00. Students finish at 14:00 and leave via 25.
 - There is limited traffic at this time of day.
- Pathways
- Guidance on how pupils should travel around the school 'walk don't run'
- Taxi/car drop off/pick up
 - Taxi to drop off and collect at 25 where staff will be waiting.
 - Parents may park at the side of the school in marked bays.

Staff

- Staff car park
 - Staff park in marked bays at the side of the school. Staff arrive at 8:00 and leave after 15:00.
- Flow of traffic
 - Speed limits of 5mph are in force throughout the estate.
- Do not park outside of marked bays.

Visitors

- Car park

- Parents should park in marked bays at the side of school.
- Flow of traffic
- Speed limits of 5mph are in force throughout the estate.
- Do not park outside of marked bays.

Servicing / Deliveries

- Access to site is via 51, reception.
- Flow of traffic
- Speed limits of 5mph are in force throughout the estate.
- Do not park outside of marked bays.

Vehicles & School Buses/Taxi Services

- Access to site is via 25/23
- Access times are 09:00-14:00
- Abilities of others
- There are up to 5 taxis daily each morning and afternoon for drop-off and collection.
- Co-ordination of taxis is via the office and local authority transport departments.
- Dis/embarking is supported by SLT who are present at the start and end of the day to manage taxis.
- Professionalism
 - SLT will be present at the start/end of the day to support students as well as monitor the taxis.

Disabled Access

- Staff car park
- Staff park in marked bays at the side of the school. Staff arrive at 8:00 and leave after 15:00.
- Flow of traffic
- Speed limits of 5mph are in force throughout the estate.
- Do not park outside of marked bays
-

Management Practices/Guidelines

Key to the ongoing monitoring of the plan is the role of the school Transport Manager. 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.

Supervision

The Senior Leadership Team should arrange for daily supervision around the car/bus park and the pedestrian areas at the end of the school day. High visibility waistcoats should be worn when carrying out this duty.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Transport Manager should carry out weekly site inspections to view practices. These inspections should be recorded on the '**weekly site monitoring form**' (see appendix A). These records should be retained for 6 months.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these should be dealt with or escalated by the school Transport Manager. The staffing team will be responsible addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

Non-compliance

If there are concerns or incidents that constitute non-compliance these should be recorded on the form by those monitoring the site and appropriate action will be taken.

Any incident/non-compliance reported that relate to Local Authority contracted services should be reported to the L.A for joint investigation. The L.A will then be responsible for undertaking any subsequent contractual action against the Operator.

On days where there is no monitoring carried out and there is an instance of non compliance, these should be escalated immediately to the Senior Leadership Team or School Transport Manager who will make a record on the form and take appropriate action.

Appendix B – Weekly Site Monitoring Form

Traffic Management Plan

Completed by: _____

Date	Area	Observations	Incidents	Signed by
	Daily Rolling Monitoring Form			
	Lighting			
	Signage			