

CHISHOLM CATHOLIC COLLEGE
INTERNAL TRAFFIC MANAGEMENT PLAN (V.202503)



School Details	
School / Location	204 California Creek Road, Cornubia
School Principal	Mr Damian Bottaccio
Business Manager / WHSO	Mrs Lee Pousson
Lab Assist / WHSO	Mrs Jenny Barton
BCE WHS Advisor	Mrs Angela Byrne

Pick-up and drop-off points for students (e.g. private vehicles and private buses)

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

- Entry and exit signage to the school/workplace is located at:
 - Entry: 204 California Creek Road, and
 - Exit: 204 California Creek Road.
- Designated pick-up and drop-off areas for students are located at:
 - From the College Carpark onto the road outside W block building.
- Pick-up and drop-off areas for students are clearly marked by:
 - Signage and road markings.
- Designated external pedestrian crossings are:
 - California Creek Road, south of the main driveway; and supervised at the following times: 7:45 to 8:45am and 2:55 to 3:25pm.
- Designated internal pedestrian crossings are:
 - Crossing outside of C Block – access to external buses;
 - Crossing outside of Administration Building, through the car park and across to farther sections of the car park;
 - Crossing outside of Chisholm Centre, along path and entry to access road;
 - Crossing outside of W Block – access to farthest section of the car park;

- Designated externally placed School Crossing Supervisors use the following aids and personal protective equipment (PPE):
 - “lollipop” stop sign, and
 - crossing flags, and
 - high-visibility vest.
- Designated internally placed School Crossing Supervisors (Teachers) use the following aids and personal protective equipment (PPE):
 - High-visibility vest.
- Pedestrian walkways are physically protected from designated roadways by:
 - Fences with access gates to the public footpath for students, staff and visitors.
- Pedestrian walkways are clearly marked/indicated by:
 - Concrete footpaths, road markings and pathway signs.
- Speed restriction signage is clearly displayed at the following locations:
 - 10km/h at the entry to the car park and at the entry to the drop-off/pick-up zone.
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Speed humps are located at the internal pedestrian crossings.
 - New speed humps installed in 2024.
- Other considerations or risk controls that need to be documented?
 - Traffic flow impeded by vehicles picking-up or dropping-off students, usually when parents arrive before the end of school bell.
 - Internal bus traffic is impeded in the afternoon by cars waiting in a line to the driveway entrance.
 - Traffic flow is slowed by internal pedestrians.
 - Individuals drive in or stop at inappropriate areas of the car park.
 - Use of bikes, e-bikes, scooters and e-scooters in pedestrian areas:
 - Riders to disembark and walk bikes and scooters through pedestrian areas to bike storage area next to student car park
 - Bikes and scooters to be secured in storage area

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Courier and/or delivery drop-off points

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

- All couriers and/or delivery drivers must report to the Main Reception upon entering the school car park. Designated courier and/or delivery drop-off points are directed by reception staff and if vehicle entry to other areas is required a staff member will assist the driver.
- Courier and/or delivery drop-off points are clearly marked by:
 - a map that the Main Reception staff can show to the driver if they are not familiar with their drop-off area.
- School / site speed limits are set at 10 km/hr in the car park and walking speed on the shared roadway with clearly displayed signage located at:
 - The car park entrance.
 - The entrance to the shared roadway.
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Speed humps on internal pedestrian crossings, and
 - Additional speed humps along the main vehicle access areas.
- Other considerations that may need to be documented?
 - Internal roadways are set at the lower speed limit of walking pace.
 - Service vehicles have an access path near the side boundary fence and beyond the pedestrian pathways to get nearer to buildings. Access to buildings to be determined on a case-by-case basis with spotters used.
 - Concave mirror at FGR building assist with visibility on the shared roadway.
 - Vehicles are prevented from accessing the following areas:
 - Internal pedestrian footpaths around the buildings

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 or ride-on mowers, are required to move around the school in areas other than the car park and shared roadway:

- Vehicles except for the ride-on mower are restricted from moving around school pedestrian footpaths during the following time periods of peak pedestrian traffic:
 - 8:15am to 3:15pm
- Vehicles are restricted from moving around school grounds during the following time periods of peak pedestrian traffic:
 - Peak pedestrian arrival time: 8:15 to 8:45am
 - Lunch 1: 10:50 to 11:20am
 - Lunch 2: 1:20 to 1:50pm
 - Peak pedestrian exiting time: 2:55 to 3:25pm.
 - A spotter is required during these times listed above.
- Prior to entering other areas that are not designated roads or vehicle paths, drivers of any vehicles must report to the College’s Business Manager to arrange for a member of staff to act as a “spotter” to supervise onsite vehicle movements.
- School grounds speed limits are set to walking pace with clearly displayed signage located at the shared roadway entrance.
- Other considerations or risk controls that may need to be documented:
 - Roadways are only wide enough to safely allow for one-way vehicle traffic.
 - Concave mirrors to assist with visibility.
 - Vehicles are prevented from accessing the pedestrian footpaths.
 - The gravel access road at the back of the College is an out-of-bounds area for students.

Parking arrangements

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

- There are 111 car parks available for employees and visitors with a grassed area for extra parking and 2 car parks available for people with disabilities.
- There is a designated student parking zone. There are parking bays marked. Students are issued a Parking Permit from the College Leadership.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - 2 x time limit signs in the drop-off/pick-up zone.
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - The front of the Administration Building.
- Canteen contractors and building contractors may be advised to park their vehicles between the maintenance shed and the boundary fence. There is to be no parking of vehicles on the gravel access road.
- Bikes, e-bikes, scooters and e-scooters are not to be ridden through the car park areas, or on pedestrian pathways.
- Other considerations or risk controls that may need to be documented:
 - Concave mirrors to assist with visibility at corner of FGR building.
 - Pedestrian only pathways between all buildings.

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 risk assessment (considering learnings from previous special events).

The following safety arrangements are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace.
- Additional car parking areas are clearly designated with marked parking bays and signage displayed.

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- In special circumstances, the College Leadership may request that staff park in designated areas of the grounds.
- Other considerations or risk controls that need to be documented:
 - Staff assigned to direct traffic and pedestrians.
 - Staff assigned as "spotters".

Additional documentation / Site Map (School map layout)



Approver: Principal

Issue date: 24/03/2025

Next review date: 24/03/2026

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