

Ysgol Porth y Felin

Vehicle movement on Site Policy

SECTION 1: Procedures

1. Scope

This guidance applies to all vehicle and pedestrian movements undertaken on school premises.

2. Objectives

The school seeks to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner, that vehicles and traffic routes are separated wherever possible and that traffic routes are suitably signed and controlled.

3. Responsibility

The Head Teacher and School Business Manager have responsibility for the implementation of this policy with support from the Senior Leadership team as appropriate. The following areas will be addressed:

- Vehicles on site
- Parking and deliveries
- Access control and security

Checklists in Section 2 cover design and layout, reversing, risk control and specific issues, and are used to develop and review procedures and undertake risk assessments. The school ensures that signage is in place to designate speed limits and restrictions.

Vehicles must not drive out of the main car park onto other areas on site as seen in red in Attachment A, unless agreed by the Headteacher. There is a limited amount of parking which may be designated for use by those who are disabled outside of the main reception area.

Deliveries

Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Deliveries should be arranged in advance wherever possible. Where it is essential that a delivery takes place during the normal working day, drivers will be required to seek permission from school staff. A member of school staff will supervise school deliveries. Kitchen staff will supervise kitchen deliveries.

Vehicles hired for off school visits

There is no provision for hired buses or coaches on the school site. They must park in the Morfa Bach car park. On arrival, hired vehicles will make themselves known to the school office. The visit leader will designate a member(s) of staff to supervise pupils prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location (pavement near school gate) prior to boarding and move away safely from vehicles and directly back onto the school site after disembarking.

Parents and Visitors bringing vehicles on site

Parents' and visitors' vehicles are only allowed to enter the school car park in exceptional circumstances (e.g. collecting a sick child or due to an injury or disability). When bringing a vehicle on to the school site, vehicles must observe the 5mph speed limit and park in a designated safe parking space. The school gate must be opened and closed when entering and exiting the school car park. Parents dropping off children

that are late to school must park in the Morfa Bach car park and walk in through the main carpark to reception. If someone needs to regularly use the car park (due to injury or disability), permission must be obtained from the school Headteacher in advance and permission slip displayed on car dashboard (Appendix B).

Taxis

If a child is required to come to school in a taxi arranged by the local authority, this will be permitted by the school without the need for a formal request.

All other taxis wishing to enter school site will need to make a request to the Headteacher in writing. This includes after-school club transport.

Taxi drivers will escort children whilst walking in the school car park.

Taxis must reverse into the allocated waiting area and turn off engine when idle.

Staff bringing vehicles on site.

Staff take priority for parking within the school car park and must park in a safe area and observe the 5mph speed limit. Staff must close the school gate when entering/exiting car park between 8:45am and 3:30pm. Staff must reverse into parking bays and drive out.

Vehicles needing to drive onto the school site outside of the main car park

- (red area on Attachment A)

In exceptional circumstance (emergency, deliveries, grass cutters etc), any other vehicles needing to drive outside of red area in Attachment A must:

- Request permission from the Headteacher or Business Manager
- Have a school staff member present to supervise movement and walk alongside vehicle during school hours. Staff member to wear high-vis jacket.
- Hazard warning lights must be switched on
- Speed limit observed

Grass cutting vehicles

When moving across the site during school hours, great care is to be taken and speed limit is observed. Grass cutting vehicles must not move on site when children are outside. Engines must be turned off when vehicles are not in use.

After school clubs and hire of school premises

When hiring the school site outside of school hours, the hirer will need to have their own risk assessment for managing pedestrians and vehicles on school site. This will be shared and agreed upon by the Business Manager and Headteacher in advance.

The school reserves the right to prohibit anyone that doesn't follow the procedures outlined in the policy to bring a vehicle onto the school site.

SECTION 2:

Considerations and Risk Assessment

The three sections below should be used by schools as a checklist in order to

- a. Refine section 1, above, to provide clearer procedures
- b. Undertake annual review of the policy
- c. Conduct risk assessments in relation to the activities covered by this policy

1. Design and Layout

- Are the traffic routes wide enough for the movement of vehicles?
- Has consideration been given to the need for vehicles to pass each other?
- Can you use a one-way system?
- Does the layout allow safe movement of pedestrians close to vehicles?
- Are pedestrian walkways and waiting areas protected by physical barriers?

2. Reversing

- Are arrangements in place for dealing with reversing vehicles?
- Are pedestrians separated from reversing activities?
- Have designated individuals been trained to assist with reversing activities where appropriate?
- Do such individuals have high visibility clothing?
- Have vehicle drivers been informed to stop if they lose sight of the reversing assistant?

3. Risk control

- Do staff in charge of supervising vehicle movement and pupils boarding and disembarking wear high visibility clothing?
- Can arrangements be made for vehicles to be parked off-site?
- Can you provide separate pedestrian access?
- Can you organise buses to be loaded/off-loaded so that reversing is not required?
- Can you arrange deliveries/contractors activities so that they do not coincide with school start/finish times and breaks during the day?
- Can you improve on-site lighting?
- Have you communicated traffic arrangements to pupils and parents?
- Can drop-off zones be provided for parents?
- Can you enforce speed restriction on site?
- Can you provide increased supervision during peak vehicle/pedestrian movement times?

Appendix A



Appendix B

Parent/Taxi Agreement for using school carpark

Full name:

Address:

Phone number:

Anyone that needs to regularly enter the school car park with a vehicle must agree to following terms and conditions in writing:

Terms and conditions	Please tick to agree
Observe the 5mph speed limit	
Use the one-way system	
Open and close the main gate when entering and exiting the site between 8:45am and 3:30pm	
Reverse park and drive out of a designated area	
Turn off engines when stationary	
Not to drive outside of the main car park area	
Escort pupils at all time when walking in the main car park	
Follow the school's Code of Conduct whilst on school site (available on school website)	
Please explain below why you need to use the school car park and for how long you are making this request:	

Are you a disabled badge holder? Yes/No

Number:

Date of expiry:

On agreement by the Headteacher, you will be issued with a permission slip that will need to be displayed on your vehicle's dashboard while using the school carpark.

Request received on:			
Decision:	Permitted	Not permitted	Date:
Reasoning:			
Agreement ends on:			
Signed by parent/taxi company:			
Signed by Headteacher:			

***You will be informed of the school's decision within 10 working days of this request being made.**