



Policy:	Traffic Management Plan and Policy
Date Published	February 2025
Evaluation & Review:	Reviewed in February 2026 and August 2026, Next review- August 2027
Rationale:	This policy sets out the basic requirements to ensure safety, efficiency, and compliance with ADEK regulations during the movement of students, staff, and vehicles in and around the school premises
Roles of Responsibility	Students, Pastoral Heads, School Nurse, Social Worker, Student Welfare Officer, School Administration, SLT, Safe guarding committee, Transport Manager.

Objective

To ensure the safety, efficiency, and compliance with ADEK regulations during the movement of students, staff, and vehicles in and around the school premises.

Key Components

1. Traffic Flow Management

- **Designated Entry and Exit Points:** Separate gates for school buses and private vehicles to minimize congestion.
- **One-Way Traffic System:** Implement a one-way system within the school premises to streamline vehicle movement.
- **No parking areas:** Implement system to monitor and regulate parking and drop off students in the main road and no parking areas.
- **Drop-Off and Pick-Up Zones:** Clearly marked and designated zones for:
 - Buses
 - Private vehicles
 - Pedestrians and cyclists

2. Parking Areas

- **Bus Parking:** Dedicated parking spots for school buses within the premises.
- **Staff Parking:** No separate area for staff vehicles within the school premises, staff use the public parking space outside the school campus.
- **Visitor Parking:** No separate area for visitors within the school premises, they use the public parking space outside the school campus
- **Student Bicycle Parking:** Secure bicycle stands for students using bicycles, ensuring compliance with safety standards.

3. Student Safety Measures

- **Supervision at Key Points:**
 - Deployment of supervisors at drop-off, pick-up, and pedestrian crossing areas.
 - Ensure adequate supervision during student boarding and alighting from buses.
 - **Pedestrian Pathways:**
 - Designated and well-marked pedestrian pathways within the premises.
 - Guarded pedestrian crossings with speed bumps to reduce vehicle speed.
 - **Training:**
 - Conduct safety training sessions for students and staff on bus safety, pedestrian safety, and traffic rules.
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4. Transportation Modes and Policies

- **School Buses:**
 - Compliance with ITC guidelines for bus maintenance and operation.
 - Appointment of certified drivers and supervisors with ADEK and QCC approvals.
 - Maximum journey time of 60 minutes unless exceptions are agreed upon.
- **Private Transportation:**
 - Collect consent forms from parents for private transportation modes.
 - Ensure bicycles and e-scooters are used only on designated pathways, as per ADEK and ITC regulations.
- **Elder Sibling Pick-Up Policy:**
 - Elder siblings (Grades 9-12) can pick up younger siblings (Grade 1 and above) with a signed consent form from parents.

5. Emergency and Communication Plan

- **Emergency Response Plan:**
 - Outline procedures for accidents, delays due to weather, or unexpected events.
- **Communication Channels:**
 - Provide contact details for the Transport Coordinator for timely communication.
 - Use SMS or app notifications for real-time updates about delays or changes.

6. Compliance and Monitoring

- **Regular Audits:** Conduct regular checks to ensure adherence to ADEK and ITC regulations.
- **Feedback Mechanism:** Establish a grievance mechanism for parents to report concerns or suggestions.
- **Speed Limits and Traffic Control:**
 - Speed limits within the school zone to be strictly enforced.
 - Use of barriers, speed bumps, and traffic signs to regulate vehicle movement.