

School Traffic Management Plan



Mark Rutherford School

Manager with responsibility for Traffic Management Plan:

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Introduction

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

Mark Rutherford School takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school reception, reception is to then liaise with the manager that has responsibility for the 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.

This report is made available on the school website.

The document will be reviewed annually and awareness will be raised regularly through parental events & communications, assemblies and school meetings, with the monitoring forms.

For further information, please contact:

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Mark Rutherford School Layout / Access



Pedestrian gates

Visitors to report to Main Reception

Environment

Mark Rutherford School is situated on the north side of Bedford on a well-known arterial road called Wentworth Drive. Mark Rutherford School directly borders Wentworth Drive to the South of the site, with residential area of Putnoe beyond.

To the West of the school is Bedford Athletic Rugby Club and grounds with Mowsbury Park and woodlands beyond.

Wentworth Drive leads to the West of the A1 and Bedford by-pass. To the East, people travel to Bedford Town Centre: Brickhill; Putnoe; Goldington and the M1.

Pedestrians

Pedestrians should enter the site using the three gate access routes at the front of the school along the western boundary.

The pavements are single width pathways around the main car parks with the main hard play space centred along the southern boundary.

Pedestrian gates are unlocked at 6am then secured at 8:45am Monday, Wednesday, Thursday and Friday. On Tuesdays it is secured at 9:30am. At the end of the school day the gates are unlocked at 2:45pm and secured again at 4:00pm.

Students

It is very important that students set a good example to others, particularly in the spirit of being a safe school.

Students should be particularly aware that entry into the school ground via vehicular access points is strictly forbidden. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.

There are no designated parking spaces for Sixth Form Student vehicles. Students must seek permission of the Director of Sixth Form before parking a car in any of the car parks.

Any Student over the age of 16 wishing to ride a moped or motor bike to school must seek permission of the Headteacher before parking car in any of the car parks.

When using the footpaths all students must walk. This will avoid accidents and will make you more aware of what is happening around you.

Students cycling to school must enter the grounds via the pavement from Dover Crescent into the school grounds by the school site houses. Cyclists should dismount their cycles and walk their cycles in the cycle compound. They should exit the school via this same route.

Staff

We have 3 areas for staff parking equating to 151 general spaces.

1. Opposite Art Block
2. At the rear of the school near the Site Office
3. A Block

Drivers should proceed slowly within the car parks at all times and obey the 5 mile per hour speed restriction. Please bear in mind that some young people and some students with additional support needs may have little or no awareness of road safety and you should take account of this.

Staff are expected to act responsibly on the site when parking and accessing the school building. If you are aware of unacceptable use of parking bays, this should be reported via the school receptionist or to the school's Business Manager who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with your registration number so that you can be contacted if there is a need to do so.

There are several calming features such as speed humps and 2 pedestrian crossings situated by the cycle route and outside the Vicinity.

Visitors

Visitors are welcome to park in the school grounds. We currently have 4 visitors' spaces at the front of the school. The car parks are often busy and visitors should only use a proper parking bay and must not park on the double yellow lines. This will allow unrestricted movement of other vehicles during the school day or at peak times.

Access into the school is only permitted from the main reception entrance. Visitors are required to sign in and leave a note of their registration number with staff. On departure, visitors should sign out at main reception and leave the building by the main entrance door.

Visitors should proceed slowly within the car parks at all times and obey the 5 mile per hour speed restriction.

If visitors need any advice on access or parking before their visit, please call the school reception on 01234 290200.

Servicing / Deliveries

The school actively discourages deliveries between 08.00-09.00hrs, 10.55-11.15hrs, 12.15-14.00hrs and 14.55-15.05hrs when students are out of the building to reduce the likelihood of any accidents.

Access to site must be from the vehicle entrance following the deliveries signage towards the left hand side. A deliveries bay is situated to the rear of the school. All deliveries must be taken to the Finance Office.

Drivers should proceed slowly within the car parks at all times and obey the 5 mile per hour speed restriction and park in the designated delivery bay.

Vehicles & School Buses/Taxi Services

Our school is on the local bus route 7 and details are available in our School Travel Plan. Parents/Carers are encouraged not to park on the school and allow their children to walk the remaining distance if they drop them off further away.

Taxi Drivers should proceed slowly within the car parks at all times and obey the 5 mile per hour speed restriction. They are expected to act responsibly on the site when parking and the only access of the school building must be through main reception following the same safeguarding procedures as all other visitors.

Disabled Access

Pedestrian access is by the main front entrance. Both sets of reception doors are operated automatically.

Parking

There are 5 disabled bays in the car park located.

1. 2 opposite Art Block
2. 2 at the rear of the school near the Site Office
3. 1 A Block

These spaces are clearly marked out on the road surface and with signs. Access to the disabled parking bays is by following the same safety rules as indicated in this document.

If visitors, staff or students require information on access or any other considerations, they should contact the school reception in the first instance on 01234 290200.

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 Site Team should arrange for daily supervision around the car park and the pedestrian areas each 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 duty team will be responsible addressing the conduct of all students 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 (L.A) 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			