

Traffic Management Plan Template (TMP)

The **Workplace Manager** and/or **Management OHS Nominee** are to develop a Traffic Management Plan (TMP) by considering the traffic management issues that are unique to their school/workplace in consultation with the HSR and employees. Reference should be made to the *Traffic Management Procedure* for assistance in completing the TMP.

The TMP template includes prompts on common risk controls for managing traffic in order to assist in the development of your workplace TMP. The TMP template should be reviewed and amended to reflect specific traffic management controls at your workplace.

Traffic Management Plan:

School/Workplace:	Cranbourne South Primary School
Workplace Manager/Management OHS Nominee:	Cate McKenzie / Karen Halket
Health and Safety Representative:	Brendan Corcoran
Person completing TMP:	Karen Halket and Brendan Corcoran
Date of Plan:	13 November 2025
Date of Plan Review:	November 2025

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

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

- Entry and exit signage to the school/workplace is located at:
 - **Main entrance to the school on Pearcedale Road**
- Designated pick up and drop off areas for students are located at:
 - **Browns Road**
 - **Pearcedale Road**
- Pick up and drop off areas for students are clearly marked by:
 - **Marked parking bays along Browns Road and a drive through area in our Kiss n Go zone**
 - **Orange cones are placed on the nature strip to clearly mark the designated drop off and picks up areas**
- Designated pedestrian crossings are:
 - **Pearcedale Road and Browns Road**
 - **Supervised at the following times: 8.15am – 9.00am and 3.15pm – 4.00pm**
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - **“lollipop” sign**
 - **Crossing flags**
 - **High visibility jacket**
 - **Whistle**
- Pedestrian walkways are physically protected from designated roadways by:
 - **Grassed nature strip between footpath and road**
 - **Fencing between the road and footpath at the pedestrian crossing**
- Pedestrian walkways are clearly marked/indicated by:
 - **Designated walkways**
 - **Fencing between the road and footpath at the pedestrian crossing**
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - **5km in our Kiss and Go Zone**
 - **Entrance to Gate 1 and Gate 6**
- Speed controlling devices are in place to restrict vehicle speed on site:
 - **N/A**

- Other considerations or risk controls that need to be documented?
 - **Parents parking at the General Store next door on Pearcedale Road have permission from owners – heed caution and not park on drive through. Students must be accompanied by an adult in these areas.**
 - **Traffic flow impeded by vehicles picking up or dropping off students.**
 - **Staff/parent cars parked at front of school – caution if pulling out during peak traffic times.**
 - **Speed limits surrounding school crossings zones flash 40km/hr on Pearcedale Road.**
 - **Staff Only signs for parking in Kiss n Go area.**
 - **Kiss and Go zone in place during peak pick up and drop off times through the staff carpark. During Kiss and Go periods, our staff carpark is closed. No staff cars are to move during these times. There is a signed Kiss and Go entry and exit point.**
 - **Parents that park in Kiss n Go area are to be instructed to move their vehicles as it causes congestion to the flow of traffic.**
 - **Parents parking near roundabout of Browns Road/Pearcedale Road nature strip.**
 - **Staff on yard duty during before and after school times.**
 - **Onsite Vehicle Entry Point through Gate 1 and 6.**
 - **Bollards/cones are placed on the road to allow space for a bus, near the Administration Building for camps/excursions/sports events. This ensures the students are not crossing the road to enter the bus.**
 - **Newsletter items are published to remind parents and students of their responsibilities with traffic safety.**
 - **Students must walk their bikes, eBikes and scooters inside the school grounds.**
 - **No Smoking/No Vaping signs are displayed at all entrance gates..**

Courier and/or delivery drop off points

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

- Designated courier and/or delivery drop off points are located at:
 - **Browns Road and/or the staff car park**
- Courier and/or delivery drop off points are clearly marked by:
 - **On-street parking/staff carpark with line marked spaces**
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
 - **Entrance to Gate 1 and Gate 6**
- Speed controlling devices are in place to restrict vehicle speed on site:
 - **N/A**
- Other considerations that may need to be documented?
 - **All couriers must report to the administration office upon arrival**
 - **Approved vehicles enter through gates on Browns Road**

Safe passage of vehicles in Cranbourne South Primary School (large vehicles, buses, 4WD, mobile plant etc.)

The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, forklifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around the Cranbourne South Primary School during the following time periods of peak pedestrian traffic:
 - **Drop Off: 8:40am – 9:15am (This includes the staff car park)**
 - **Break 1: 10:55am – 11:35am**
 - **Break 2: 1:25pm – 2:35pm**
 - **Pick Up: 3:15pm – 3:45pm (This includes the staff car park)**

- Prior to entering Cranbourne South Primary School, drivers of large vehicles must report to the **Administration office (9782 2999)** to arrange for a member of staff to act as a “spotter” to supervise vehicle movements whilst on site.
- Forklifts are only to be used in clearly marked areas as designated on the site map.
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
 - Entrance to Gate 1 and Gate 6**
 - Other considerations or risk controls that may need to be documented?
 - **Approved vehicles enter through gates on Browns Road.**
 - **Ride on mower to adhere to above restricted vehicle times.**
 - **Staff to relocate cars from staff carpark to external council parking during recess/lunch if they require movement during peak Kiss and Go periods.**
 - **We will review our staff car park to determine the safety controls between the carpark and the school grounds (particularly as this is our Kiss and Go Zone). Bollards (or similar) may need to be added as a safety barrier in the event of an uncontrolled car hitting the accelerator instead of the brake.**
 - **We have followed up on numerous occasions with the local council to see if safety barriers could be added near the Pearcedale and Browns Rd intersection as our Multipurpose Building sits lower than the intersections and we are concerned about a potential accident.**

Parking arrangements

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

- There is **one car park** available for employees, **on-street** car parking available for visitors and **3 (2 on Browns Road and 1 in the new staff car park)** car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - **‘Staff Car Park Only’ sign**
- Signage identifying the whereabouts of Administration is clearly visible from the car park and is located at:
 - **Large sign on the outside of the Admin Building facing the carpark**
 - **At the entrance to the Admin building**
 - **At the top of the school (Pearcedale Road end)**
- Other considerations or risk controls that may need to be documented?
 - **There are not enough spaces in the carpark for all of our staff. Some staff park on the street**
 - **‘All visitors Report to the Admin Office’ sign is displayed at the main entrance**



Special Events (e.g. Fetes, Sporting Events etc.)

Traffic control requirements for special events may vary. Specific control measures will need to be determined through a risk assessment process taking into consideration learning's from previous special events.

The following broad safety arrangements and features 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 in the following areas:
 - Insert number and location of parking signs.
- Other considerations or risk controls that need to be documented:
 - Concave mirrors to assist with visibility etc.
 - Pedestrian only pathways.

**To be completed prior to
an event**

If required, please refer to the relevant 'special event' Risk Assessment for all traffic management details.

Additional documentation

Append any additional/relevant documentation e.g. site map to the TMP



Cranbourne South Primary School Warden Zone Map



Legend

- Version: 23/01/2025
- First Aid Room
 - First Aid Kits
 - Staff Carpark
 - Staff Toilets
 - Staffroom
 - External Gate
 - W - Warden
 - D - Deputy Warden
 - Shelter in Place
 - Toilet
 - Primary Assembly Point
 - Primary Evacuation

Signatures:

Workplace Manager/Management OHS Nominee: **Cate McKenzie**

Date: **13/ 11 / 2025**

Health and Safety Representative: **Brendan Corcoran**
/ 2025

Date: **13 / 11**

Person Completing TMP: **Karen Halken and Brendan Corcoran**
/ 2025

Date: **13 / 11**

Ratified by School Council - Wednesday 27th November, 2025