



# **Madras College Site Traffic Management Plan (Kilrymont Road)**

**December 2012**

**Reviewed / Updated December 2013 & 2014 & 2015  
(Next review due December 2016)**



South Street, St. Andrews, KY16 9EJ  
Telephone (01334) 659402  
Email [madrascollege.enquiries@fife.gov.uk](mailto:madrascollege.enquiries@fife.gov.uk)

Kilrymont Road, St. Andrews, KY16 8DE  
Telephone (01334) 659401  
<http://www.madras.fife.sch.uk>

# **Contents**

## **Section**

1. Introduction
2. Layout / Access
3. Pedestrians
4. Pupils / Students
5. Staff
6. Visitors
7. Servicing / Deliveries
8. School Buses
9. Contract Hire Services
10. Disabled Access
11. Outwith the School Grounds
12. Management Practices

Appendix A

# **1. Introduction**

This document has been prepared to inform and instruct employees, pupils, 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.

Madras College 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 management team.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action.

Copies of this document have been given to school staff, pupils, parents and carers. Copies are also available from reception and on the school website:

<http://www.madras.fife.sch.uk/>

The document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

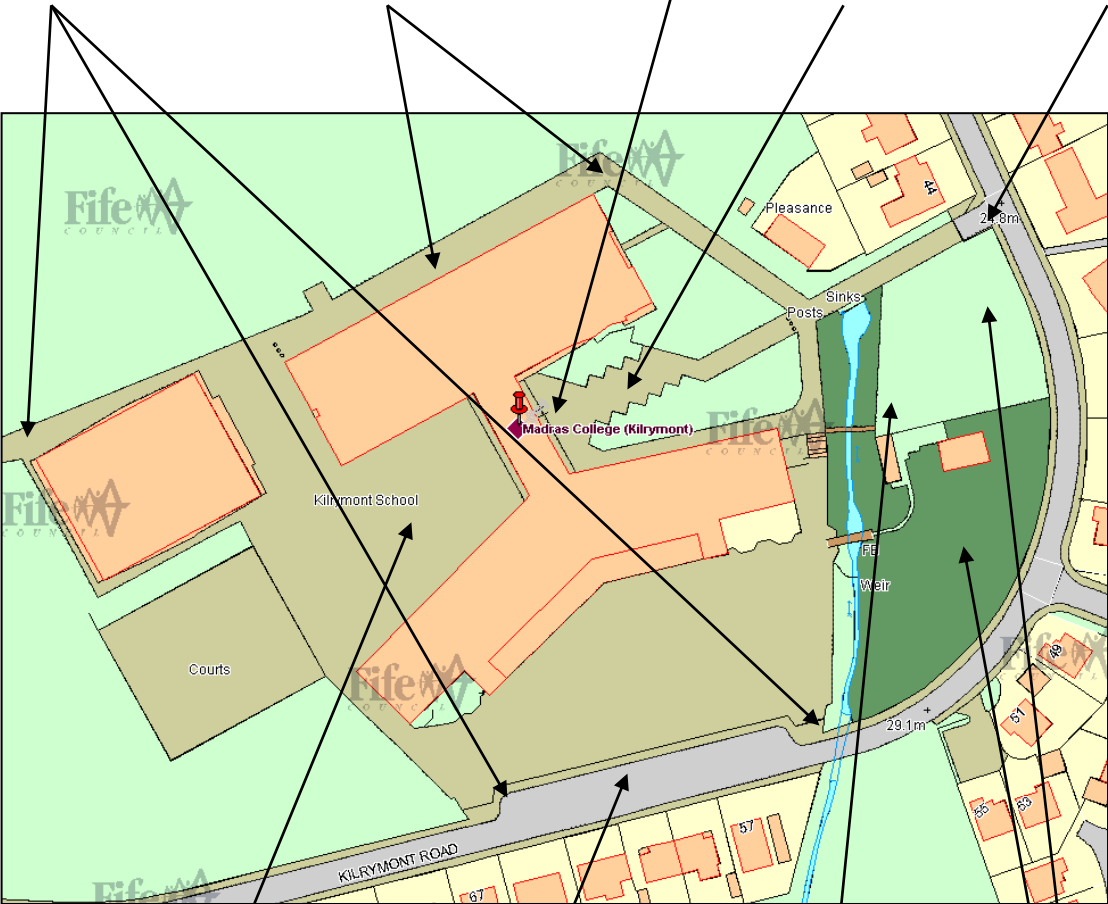
## **For further information, please contact:**

Andrew Cummings, Business Manager on 01334 659401  
or [madrascollege.enquiries@fife.gov.uk](mailto:madrascollege.enquiries@fife.gov.uk)

David McClure, Rector on 01334 659402  
or [madrascollege.headteacher@fife.gov.uk](mailto:madrascollege.headteacher@fife.gov.uk)

# 2. School Layout / Access

Pedestrian entry points      Access to rear staff car park      Main school entrance      SLT / Janitor parking only      Kilrymont Road car park entrance



Rear staff car park (no vehicle movement between periods, interval, lunch and 3.20pm-3.30pm)      Bus bay      Disabled spaces and DAS pick up point      Staff and visitor car parks

## 3. Pedestrians

There is a pavement around the perimeter of the school and pedestrians should make sure that they use this safely and avoid spilling onto the road. Pupils walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the school from the designated entry points. Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

### Designated Entry Points

Pedestrians should follow local footpaths to Roundhill Road where an entrance is located leading to the rear of the sports block, or to Kilrymont Road where two pedestrian entry points are located at the front of the school, either side of the bus park. The vehicular access should not be used by pedestrians. Entry into the school building is through 3 sets of double doors (one set with disabled ramp access).

## 4. Pupils

It is very important that pupils set a good example to others, particularly in the spirit of being a safe school. There are a number of site related areas pupils should be aware of:

- Pupils should be particularly aware that **entry into the school grounds 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.
- Pupils found to be climbing over railings or walls, not following staff instructions in relation to the site, or not adhering to the contents of this plan will be in breach of the site rules and may be subject to disciplinary action.
- Pupils must not walk on the bus park at any time, unless dis/embarking the buses. Pupils must follow the instructions of staff and be aware of the following:
  - The bus must be at a complete stop before dis/embarking. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
  - Only use the paths identified around the bus park. This applies to pupils who use buses that wait on street bus stops. No one should cross the bus park as a pedestrian to access the pavements on the perimeter of the school. To access the bus stops please use the footpaths.
  - Allow the staff/drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.
- There are no designated parking spaces for pupils own vehicles. Pupils must seek permission from the Senior Leadership Team before parking a car in any of the car parks. Pupil parking is usually restricted to outwith the school grounds.
- When using the footpaths – walk! This will avoid accidents and will make you more aware of what is happening around you.

## Drop Off/Pick Up

There is no designated on site drop off or pick up point for pupils other than for those attending the DAS where the Senior Leadership Team are aware of this. No vehicle should be accessing the car parks for this purpose, without express permission. 'Pick-ups and drop-offs are not permitted in the bus park at times as detailed in section 7 below.'

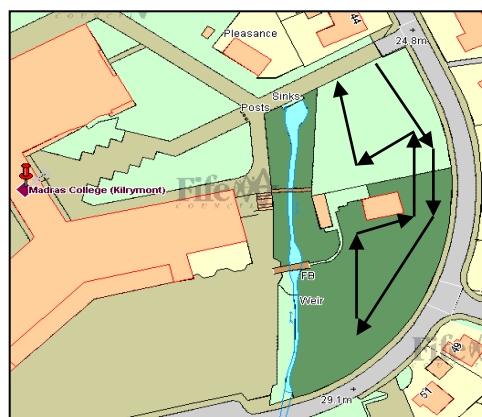
## 5. Staff

There are two car parks within the school grounds and these are strictly for the use of visitors and school staff. The rear car park is for staff only and restrictions apply to the movement of vehicles during specific times during the school day. Drivers should proceed slowly within the car parks at all times. Please bear in mind that some young people and some pupils 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 unauthorised 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. Staff should also ensure they display their parking pass.

### Main Car Park (Front of Building)

This car park is used by a number of vehicles - staff, visitors, taxis, and contractors. Please use the dedicated parking bays as marked. The car park extends around the building to the left. This additional area is used for overflow parking. Staff may enter the school via the DAS corridor door or main entrance. When entering/leaving the car park, drivers should be aware that pedestrians/other staff may be crossing the car park heading to their own vehicle. There is a one way system in operation (see below).



### Rear Car Park (Staff Only)

This car park is for use by **staff only**. The school's minibus is also parked here.

This car park is used by pupils as they move between the main building and the PE block/Astroturf. In order to minimise any risks the following restrictions apply. There will be **no vehicle movement** during the following times – between 8.30am and 8.45am, between teaching periods, during interval and lunch time, and between 3.20pm and 3.30pm. An exception to this arrangement is for minibus/taxi's dropping off / picking up DAS pupils before and after school.

## **6. Visitors**

Visitors are welcome to park in the school grounds, but should only use the main car park noted in section 5 and as illustrated in section 2. The car parks are often busy however visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.

Parking is not permitted in the bus park area at any time, even for the shortest visits.

Alternative on street parking is available in the surrounding area, but if you are unfamiliar with the area, please make sure that you do not block residential driveways or park where this could cause an obstruction.

Access into the school is only permitted from the main entrance on Kilrymont Road. All visitors must report to reception and sign in before going anywhere in the school.

**Visitors are required to leave a note of their registration number with staff.** On departure, visitors should sign out at reception and leave the building by the main entrance door.

Disabled visitors may park in one of the three dedicated bays in the front car park.

If visitors need any advice on access or parking before their visit, please call the school reception on 01334 659401.

## **7. Servicing / Deliveries**

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk in the main building to advise the nature of their visit and get clarification on where they can park. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01334 659401 in advance to agree the most suitable parking location.

### **Bus Park/Bay**

This area is strictly for use by contracted buses between **8.15 am – 9 am** and **3.00 pm – 3.45 pm**. It is essential that this area is not used as a drop off point or parking during these times. Outwith these times contractors and delivery vehicles are permitted to use the bus park, subject to obtaining permission from the school

reception and notifying the staff of the registration number. **Contractors must remove vehicles by 3.00 pm to ensure that the area is clear for bus access.**

### Service Area

The area that provides access to the kitchen, technical woodwork room, refuse collection and provided access to the rear car park for service or staff vehicles.

Drivers should be aware that they are working in a school environment - exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds.

## **8. School Buses**

The Senior Leadership Team has designated the bus park for sole use of the buses between **8.15 am – 9 am** and **3.00 pm – 3.45 pm**.

The bus should be at a complete stop before allowing pupils to get on or off the bus with the engine switched off. Only when pupils are clear of the vicinity of the bus park (am) or all on board (pm), should drivers exit the bus park following the agreed departure sequence.

Pupils are reminded about good conduct around the bus park in section 4 of this plan, however if there are any other concerns about how this site is being used, they should be raised via the staff supervisors during the afternoon pick up.

## **9. Contract Hire Services**

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Transportation & Environmental Services as part of the terms of the contract. However there are some specific comments to make in relation to the site at Kilrymont Road, Madras College.

### Minibus and Taxis for DAS pupils (Rear Car Park)

The accessible vehicles (those who use a tailgate to pick up / drop off wheelchair users and require 3 meters clearance at the rear for wheelchairs) or larger vehicles by prior arrangement are permitted to use the rear car park between 8.20 am – 9 am and 3.00 pm – 3.40 pm only.

- Drivers should reverse vehicles into place, making sure that it is safe to do so first.
- In the morning, pupils should only be permitted to leave the vehicle, if there are appropriate staff in place to accompany them immediately into the school building.
- When vehicles are ready to leave the site, they should not do so unless there are no pupils or staff in the vicinity and it is safe to move off.



## Minibus and Taxis for DAS pupils

Only smaller vehicles (taxis, smaller capacity minibuses) that are contracted to collect DAS pupils should use the main car park and adhere to the operating system in place. A diagram of the car park layout is on page 4.

- Contracted vehicles should limit the use any reverse movements. These should only be carried out where there is ample space to do so, where there are no adults or pupils in the vicinity.
- Accessible vehicles (those requiring 3 meters of clearance at the rear to dis/embarck wheelchairs) should not use this car park. A dedicated drop off is in the rear car park.
- There should be no parental collection/drop off without permission and pavement parking and out of bay parking is forbidden.

## **10. Disabled Access**

Pedestrian access is primarily via the main front entrance. All three sets of doors are operated manually.

### Parking

There are 3 disabled bays in the main car park. These 3 spaces are clearly marked out on the road surface. Access to the disabled parking bays is by following the one way system.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01334 659401.

## **11. Outwith the School Grounds**

The school accepts that parking near the school is not easy. Kilrymont Road is a residential street, used by Service buses as well as car traffic into and out of the surrounding area. It is important that the school is a good neighbour to local residents. Parents/Carers are encouraged not to park near the school and allow their children to walk the remaining distance if they drop them off further away. However, there is on street parking along Kilrymont Road and Roundhill Road if required, but pupils should be reminded to walk the perimeter of the site and only enter by the dedicated pedestrian access points.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways and parking near junctions causes danger to pupils and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and delays to services and ongoing journeys.

Please act responsibly by parking as far away from the school as possible to keep the pupils at Madras College, local residents and other road users safe.

## **12. Management Practices**

Key to the ongoing monitoring of the plan is the role of school managers and other staff. All staff have a responsibility to make sure that they are acting in such a way as not to compromise the health and safety of themselves or others.

### Supervision

The Principal Teacher Curriculum Support for Learning will be responsible for ensuring that Pupil Support Assistants are on duty at the designated times and are supervising the pupils on arriving and leaving the DAS. The Senior Leadership Team will arrange for daily supervision around the bus park and the pedestrian areas at the end of the school day. High visibility waistcoats should be worn when carrying out this duty.

### Role of the Pupil Support Assistants and Travel Escorts

The Pupil Support Assistants will be responsible for meeting the taxi/minibus at the drop off zone, receiving the pupil from the travel escort and escorting the pupil into the building via the pavement. At the end of the school day, Pupil Support Assistants will be responsible for escorting the pupils to the drop off zone and helping them into the vehicle. However, local flexibility can be exercised regarding this arrangement, depending on the needs of the pupil and his or her relationship with staff. High visibility waistcoats should be worn by all staff when carrying out these duties.

### Monitoring of compliance against this plan

In addition to the supervision arrangements in place, both the Principal Teacher Curriculum Support for Learning and the Senior Leadership Team will carry out monthly site inspections to view practices. These inspections will be recorded on the '**monthly site monitoring form**' (see appendix A).

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the school Business Manager. The Senior Leadership Team and Principal Teacher Curriculum Support for Learning will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

### Non-compliance

If there are concerns or incidents that constitute non-compliance these will be recorded on the form by those monitoring the site and appropriate action will be taken. This includes possible disciplinary action and reports going to Contractor or Service Management which may result in investigative action. 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 Principal Teacher Curriculum Support for Learning who will make a record on the form and take appropriate action.

**Appendix A**

**Traffic Management Plan  
Monthly Site Monitoring Form**

**Completed by: PTC Support for Learning / Senior Leadership Team (delete as applicable)**



<b>Date</b>	<b>Area</b>	<b>Observations</b>	<b>Incidents</b>	<b>Signed by</b>