The purpose of this road safety policy is to provide a framework of common understanding for students, staff, parents/carers and the community who interact with the school in issues that relate to road safety.

The intention of this policy is to ensure the health, safety and welfare of our students who use the services and facilities of this school. We do this by assessing the risks in the road environment around our school, developing practical school management procedures and ensuring that curriculum pertaining to all road safety issues is taught to our students.

Environmental Statement

Describe relevant factors that may impact on the safety of students in your care, e.g. student population, impact of other schools, traffic flow, pedestrian density, crossings.

St Rose Catholic Primary School has a student population of over 200 and is situated on Rose Avenue, Collaroy Plateau. Rose Avenue is a suburban street which feeds onto busier Veterans Parade. There is a large public primary school across the road and shops on Veterans Parade which have an impact on local traffic surrounding the school. There are two crossings that are used regularly by St Rose students and parents.

St Rose Catholic Primary School and St Rose Church share the same site.

Students use a variety of modes to travel to and from the school by bus or private transport or by walking. Most students travel by private transport and only a handful by public buses across the road. Bus children are escorted across the road each afternoon by a teacher or staff member. Only full time staff park on site. Casual and part time staff park on the road.

Aim/Goals

At St Rose Catholic Primary School we aim to:

- provide a quality road safety education program that develops responsible road use, attitudes and behaviours.
- provide management procedures that aim to maximise student safety and the wellbeing, health, and safety of all.
- encourage the education of road safety issues in the wider school community, e.g. Parents/carers, staff and visitors.

Curriculum Statement

At St Rose Catholic Primary School our staff will develop and implement effective, sequential road safety education programs within:

- K - 6 PDHPE programs
- A pastoral care program
- Appropriate Integrated Units

Our programs will make use of current NSW Roads and Traffic Authority (RTA) and other suitable resources that address the following road safety issues for our students:

- passenger safety;
- pedestrian safety;
- bus safety
- safety on wheels (bicycles, scooters, roller-blades and skateboards);
Provision of Road Safety information to staff, parents and carers will be provided through staff meetings/memo’s, school newsletters, orientation days and Parish Bulletins. Regular information will be provided about:

- modelling safe road user behaviour;
- parking vehicles safely outside the school and observing all parking signs;
- ensuring that children are protected whilst travelling to and from school;
- reinforcing the safety messages taught at school;
- identifying and reporting safety issues in and around the school; and
- contributing to solving road safety issues that are of concern to the school community.

The following set of guidelines addresses each aspect of road safety pertaining to St Rose Catholic Primary School outlining the expected codes of behaviour and school management practices.

**Use of Vehicles**

The transporting of students in the private motor vehicles of parents or staff should only occur in those circumstances where there is no feasible option available to provide alternative transportation. If students are required to attend school approved activities away from the school and use of a private motor vehicle is the only transport option, parents or staff may provide transport to and from the activity subject to the following conditions:

- The driver must be licensed.
- The motor vehicle must be registered.
- Current driver’s license and car registration details must be sighted by the principal prior to giving permission for students to be transported in the vehicle.
- Written permission from the parent(s) of the student being transported is obtained.
- The number of passengers in the vehicle must not exceed the number of seat belts or in the case of larger vehicles, the number of passengers that the vehicle may be licensed to carry.
- The driver is responsible for all passengers being properly restrained in a seatbelt or approved child restraint.
- The driver must conform to NSW road rules at all times.
- All drivers transporting students in private motor vehicles must have completed a Prohibited Employment Declaration prior to the activity.

Use of vehicles to transport students to approved school activities should comply with the checklist as outlined in the Safety Inspection Checklist for Vehicle/Transport from the CSO OH&S Policy attached as Appendix B and the Parent Permission Form to transport students in a private motor vehicle to an approved school activity in Appendix C. Comprehensive vehicle insurance is not required. However, if staff use their private motor vehicle on a regular basis for transporting students to school activities and the car is insured for private use only, it is suggested that confirmation be obtained from the insurance company that the vehicle will be covered in the event of an accident.

Parents and staff transporting students by private motor vehicle should always adopt relevant common sense strategies to minimise the risk of child protection issues being raised. Examples of these strategies include another adult being present, other students being present, having students sit in the rear of the vehicle and advising the principal of their travel arrangements.
Procedures for Arrival and Dismissal

Arrival Procedures

Pedestrians and bus travellers will use the main front gate to gain access into the school. Pedestrians and bus travellers are requested to use pedestrian crossings at all times when crossing the road.

Buses will drop off students in the morning in the bus zone area. Cars should park in legal parking spaces to drop children off as there is no “drop off” zone.

Teachers may enter via the separate staff car park driveway and park their vehicles in the marked spaces.

Dismissal Procedures

- At 3.00pm Children are walked by the teacher to the undercroft area and sit in classes. After the Afternoon Prayer a teacher will call for the children to meet at a designated teacher or area to be taken to the following
  - Bus and Walkers
  - Pick Up Zone
  - After School Care
  - After School on site activities to Chess Board
- Children are dismissed in these groups and, proceed through the quad and down the stairs to the side path.
- They then walk around and out the top playground exit except for Bus and Walkers and Pick Up Zone who are escorted through the staff car park.
- Parent are then invited to come down to the undercroft to collect their child/ren
- Parents with prams and elderly are permitted to return up the undercroft ramp to exit the site.

BUS AND WALKERS AND PICK UP ZONE DUTY

- The teacher walks all children to bus stop on Rose Ave. and returns to help the other teacher on Pick Up zone, keeping an eye on the children at the bus stop until it arrives.
- Teacher on Pick Up Zone, ushers children into their parent’s car when it has approached the ‘Pick Up Zone’.
- Teacher waits with any children who have not been collected and on return locks the side gate.

NOTE: Pedestrians should always have right of way in school grounds.

Wet weather procedures for arrival and dismissal

Arrival and dismissal is the same in wet weather.
The Catholic Schools Office and NSW Roads and Traffic Authority recommends that children under 10 years of age DO NOT ride bicycles to or from school unless accompanied by an adult. Students travelling to and from school riding a bicycle must complete a Bicycle User’s Permission Note (Appendix A) and follow the requirements outlined below:

1. Students must correctly wear a Standards Australia approved bicycle helmet at all times when in control of a bicycle.

2. All RTA road rules concerning bicycles are to be followed. Cyclists 12 years and over must not ride on the footpath unless it is a signposted as a shared footpath, they should use the road. The bell should be used as a warning when approaching pedestrians.

3. Bicycles ridden to school must be in good, safe working order and bicycles must be fitted with a bell. It is the responsibility of the parent/carer to ensure that the bicycle is in good and safe working order and that all protective equipment as required by law is provided.

4. Bicycle riders are expected to use the available pedestrian entry points. They are only to use the main driveway to enter and exit.

5. Children are to dismount before entering the school grounds and walk their bicycles whilst on site.

6. Bicycles are to be stored in the bike rack provided. Bicycles must be locked with a chain and padlock supplied by the bicycle owner.

7. Bicycles and helmets are brought and stored on school grounds at the owner’s risk.

8. Parents will be notified if children do not adhere to the School’s Road Safety/Bicycle Policy. Parents will be notified if students do not adhere to the School’s Bicycle Policy and permission will be withdrawn until the issues identified have been satisfactorily addressed.

9. No riding of bicycles, scooters, roller blades or skateboards is permitted in school grounds during and after hours.

Other wheeled devices: Skateboards, scooters and rollerblades are not permitted at School under any circumstances, unless directed by the Principal.

Car Parking Procedures

To reduce traffic congestion and provide a safe passage of pedestrian movement the following should occur:
- Teachers should enter the school site via the staff driveway and park in the staff car park. An awareness of pedestrians is needed, as children may be out of bounds and in the staff carpark.
- Parents/carers are not to use the staff car park, staff driveway or school driveway to pick up or set down children. Students may not be dropped off in a bus bay area as this is illegal.
- Parents and staff are requested to follow all parking restriction signs, and to respect the neighbours by not blocking the driveways.
When dropping off your child in the morning
1. Drive into one of the 3 DROP OFF ZONE spaces for your child to get out of the car. AVOID getting out yourself and DO NOT walk your child to the school entrance.
2. If the 3 spaces are FULL drive around the block. DO NOT block driveways or remain on the speed hump blocking the street.
3. DO NOT ALLOW YOUR CHILD TO GET OUT OF THE CAR UNLESS YOU ARE IN A DROP OFF ZONE SPACE.

When picking your child up of an afternoon
1. Drive into one of the 3 PICK UP ZONE spaces for your child to get into the car. AVOID getting out yourself. The teacher will assist your child into the car.
2. If the 3 spaces are FULL drive around the block. DO NOT block driveways or remain on the speed hump blocking the street.
3. DO NOT CALL YOUR CHILD OVER TO GET INTO THE CAR

Please abide by the road rules and use your indicator when pulling in and out of the Drop Off/Pick Up Zone.

Your FAMILY NAME is to be displayed on the dashboard of your car. Signs with the family name are provided to all families when children commence Kindergarten. If you have misplaced your sign please contact the office for a replacement.