



## **CAR PARK AND TRAFFIC MANAGEMENT PROCEDURES**

This Procedure is to ensure the safety of all members of the St Helena's Catholic Primary School community in and around the precinct of the school. This Car Park and Traffic Management procedure applies to all staff, students, parents/caregivers, regular volunteers, visitors and contractors.

### **TRAFFIC FLOW**

- All vehicles must enter the school grounds via the LEFT-HAND gate on Fortescue Place.
- Two-lane traffic operates within the entry:
  - Left lane – Drop-off and Pick-up Zone
  - Right lane – On-site parking
- Vehicles exiting the Drop-off and Pick-up Zone have right of way.
- All vehicles must turn LEFT ONLY when exiting the school site, as indicated by signage.

### **PARKING EXPECTATIONS**

#### **Parent and Visitor Parking**

- Parents/Caregivers and visitors must park only in marked bays and are requested to reverse park in the allocated bays in front of the year 1/2 playground.
- Parking in front of the Administration Building is not permitted between 8:00pm – 9:00am and 2:00pm – 3:00pm.

#### **Staff Parking**

- Staff are to park:
  - In the specifically marked bays outside the ELC
  - In the 5 bays opposite the entry gate along the year 1/2 playground
  - In the 2 bays nearest the crosswalk along the year 1/2 playground until all spaces are full and then are to reverse park in the bays on the Fortescue Avenue side of the car park commencing from the entry gate, *see attached map*.

#### **ACROD Parking**

- Only vehicles displaying an approved ACROD sticker or Principal issued permit will be parked in relevant dedicated bays.

#### **Street Parking**

- All street parking must comply with City of Swan regulations.
- Failure to follow local parking laws may result in penalties issued by the relevant authorities.

## DROP-OFF AND PICK-UP ZONE

- The designated Drop-off and Pick-up Zone is located in front of the Administration Building.
- Vehicles must enter via the LEFT lane and pull forward as space becomes available.
- Drivers must remain in their vehicle at all times.
- As much as is practical, students are to enter and exit vehicles from the left hand side, closest to the verge.
- **Students may only enter or exit vehicles within the designated zone.**

## PEDESTRIAN AND SAFETY REQUIREMENTS

- Pedestrians must use pedestrian gates only. Vehicle gates are not to be used for foot traffic.
- A 10 km/h speed limit applies at all times within the school grounds.
- All drivers must follow staff directions immediately to ensure safety and efficient traffic flow.
- All signage and line markings must be adhered to at all times.
- Movement of vehicles on the school grounds beyond the car park is only permitted with Principal approval. Vehicles are to be guided through the school grounds when approval given.

*Failure to comply with these procedures may result in the withdrawal of on-site parking privileges, as the school grounds are private property under the authority of the Principal.*

| SOURCE OF AUTHORITY        |                                                              |
|----------------------------|--------------------------------------------------------------|
| <i>CECWA Policy</i>        | <i>Community</i>                                             |
| <i>Executive Directive</i> | <i>Student Safety and Wellbeing / Work Health and Safety</i> |
| <i>Originally Released</i> | <i>2021</i>                                                  |
| <i>Last Review</i>         | <i>2026</i>                                                  |
| <i>Next Review</i>         | <i>2027</i>                                                  |



SAINT HELENA'S  
Catholic Primary School  
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ACROD Parking

Staff Parking

Overflow Staff Parking

Parent/Visitor Parking