Site Traffic Management Plan

September 2025

(Next review due Sept. 26)



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1. Introduction

This document has been prepared to inform and instruct employees, pupils, parents and others who visit the school, including visitors, delivery personnel, transport operators (both pedestrians and people in vehicles), about the school rules concerning pedestrian and vehicle separation.

We take the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when visiting the school 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's management team without delay.

Although the issue of congestion and parking on the highway is not something that can be easily addressed by the school we will try to influence the behaviours of our school community through reminders/newsletters, work with local community groups and participation in road safety programmes. We can only act if traffic is causing a danger/obstruction to the school site, but we will report any safety concerns to the Area HighwaysTeam, Cumbria Police and Cumberland Council (Health and Safety) as required.

We will carry out relevant risk assessments and have suitable procedures in place to support site safety and security – such as home to school transport and vehicle and pedestrian separation, contractor site safety instructions etc.

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

Copies of this document will be communicated to staff, pupils, parents and carers. Copies are also available from reception and on the school website: Bridekirk Dovenby CE Primary School

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

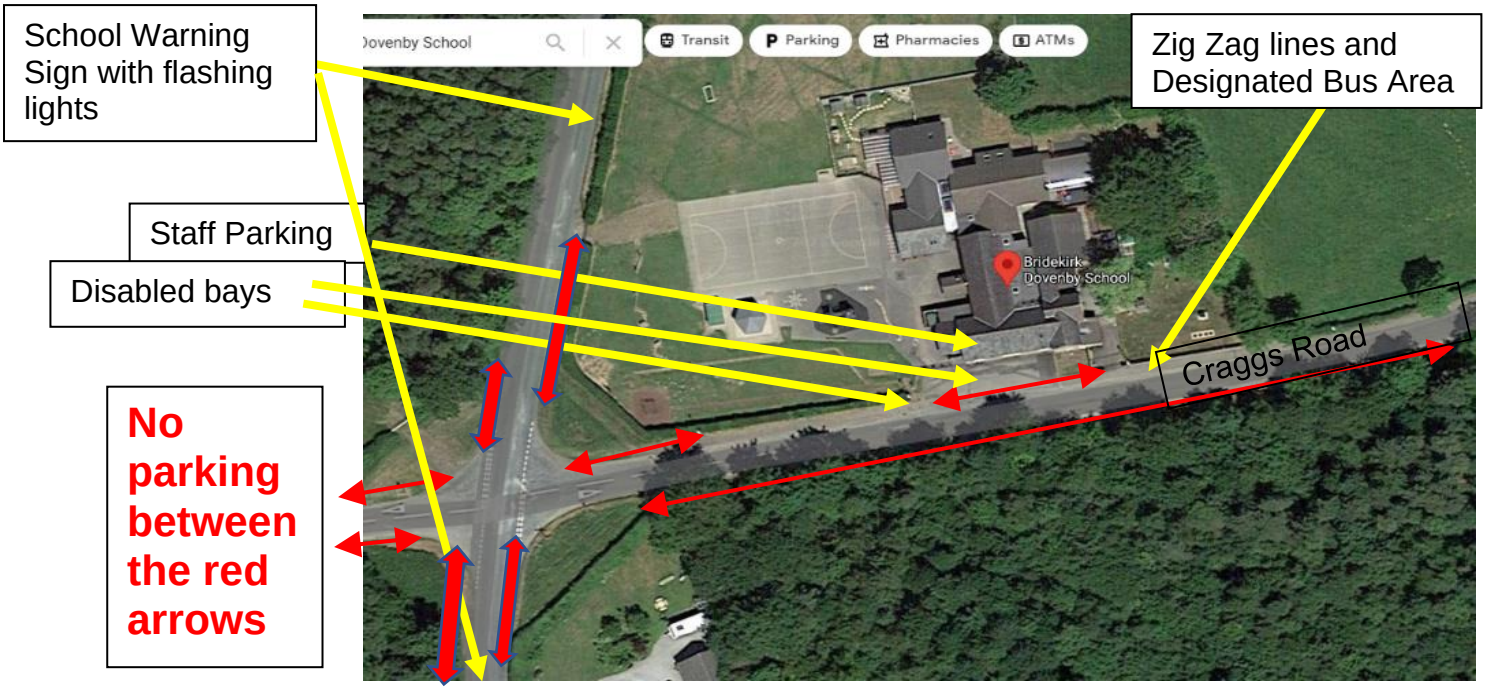
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2. School Layout/Access



The A595 (Maryport Rd) and the Bridekirk and Tallentire roads surrounding the school are subject to the National Speed Limit of 60 miles per hour with School Warning Signs positioned on all approach roads to emphasise the proximity to the school. Four routes have flashing warning lights. (The approach from Dovenby, the approach from Tallentire, the approach from the A594, and the approach from Bridekirk. (The lights are operational between 8.30-9am and 2.45-3.30pm and an advisory speed limit of 20mph is in place when the lights are flashing.





3. Pedestrians

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

- Pupils accessing the school on foot should walk on the road facing the oncoming traffic and only cross when if it is safe to do so or there is an adult to help them cross
- Entry into the school building for all children and visitors is through the main front gate.
- Pupils cycling to school must enter and exit the grounds via the main front gate.

4. Pupils arriving by bus

The Senior Management Team has designated an area solely for the use of the buses between 8.40 am and 9.00 am and 3.00 pm and 3.20 pm

One or two buses use the bus designated area. Bus drivers must enter the bus area from the Bridekirk side of school and exit the school grounds on the opposite (Dovenby) side.

Pupils must follow the instructions of staff and be aware of the following:

- The bus stops in a designated area on the zig zags outside the sensory garden gate.
- The bus must come to a complete stop with the engine switched off before pupils disembark. Drivers cannot see pedestrians who are out of their view.
- No one should move into the road from or to the bus without teachers being present to guide pupils safely in the road.
- Only when pupils are clear of the vicinity of the bus (am) or all on board (pm), should bus drivers exit the bus park following the agreed departure sequence.
- Pupils should behave responsibly when on board the bus and allow the staff/drivers to carry out their duties without distraction. This will ensure that vehicles can move off on time.

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.

5. Drop off and Pick up before and after school

The school accepts that parking near the school is not easy. The road outside the school is in constant use during the day. Parents/carers are requested not to park near the school and instead walk the remaining distance with pupils if they park further away. However, pupils should be reminded to walk the perimeter of the site and only enter by the dedicated pedestrian access points. At the end of the day, parents with siblings can wait for children inside the gate in the white hashed waiting area. Siblings are not permitted to play on the playground equipment and must wait in this allotted area.

Parking indiscriminately, such as **mounting pavements**, **double parking, stopping on any yellow lines, obstructing access points to streets and driveways, and parking near junctions or on 60 mph roads** causes danger to pupils and other road users. Accidents can happen if views are obstructed, or pedestrians have to walk between parked vehicles. In addition, the roads can become congested, which results in frustration and delays to services and ongoing journeys.

There are no designated on-site drop-off points for pupils and no vehicle should be accessing the school parking bays for this purpose, without express permission.

Parents/Carers are requested **not** to:

- Park or pull over to drop children off in front of the school entrance
- Block or pull into resident's driveways or the bus lay-by opposite school
- Stop on zigzags, double yellow lines or in the disabled bays.





Failure to follow these requests could result in prosecution leading to a fine or penalty points being issued for certain offences.

6. Staff

There are six standard parking bays within the school grounds including one disabled parking bay. The standard bays are strictly for the use of school staff who often have heavy bags to carry into school. 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.

7. Visitors

Access into the school is only permitted via the main entrance. All visitors must report to reception and sign in before going anywhere in the school. On departure, visitors should sign out at reception and leave the building by the main entrance door.

Parking

There is one disabled bay outside the front of school and another space within the layby. This space is clearly marked out on the road surface and with signs. Access to the disabled parking bays is via the road and marked on school site map.

8. 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.

The school actively **discourages** deliveries at the following times: 08.15 - 09.00 hrs and 14.35-15.15 hrs when pupils are out of the building, in order to reduce the likelihood of any accidents.

Where a contractor is on site to carry out works by prior arrangement, they should call the school reception in advance to agree the most suitable parking location and time.

Dedicated Bus Area

This area is strictly for use by contracted buses between **8.45 am and 9.00 am** and **3.00 pm and 3.15 pm**. It is essential that this area is not used for drop-off or parking during these times. Outside these times, contractors and delivery vehicles are permitted to use the zig-zag area, subject to obtaining permission from the school reception and notifying the staff of their registration number. All vehicles must be removed by **2.30 pm** to ensure that the area is clear for bus access.

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

9. Contract Hire Services

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Cumberland Council as part of the terms of the home to school transport contract. However, there are some specific comments to make in relation to our site.

Minibus and taxis for mainstream pupils

These vehicles must use the dedicated bus area for drop-off and pick-up. Only by agreement with the Senior Management Team should the bus lay-by be used out with pupil collection and drop-off times.

10. Management Practices

Key to the ongoing monitoring of the plan is the role of school managers, governors and other staff. All school employees 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.

Gritting plan

The Senior Management Team will arrange for a winter gritting plan to be established for the pedestrian routes inside the school boundary. This will ensure that there are suitable stocks of grit/salt, and that arrangements are made for priority routes on site to be gritted during inclement weather. This will be communicated, together with any entrances/routes not to be used, e.g. those that cannot be effectively gritted or made safe.

Supervision

The Senior Management Team will arrange for daily supervision around *the bus area* and *the pedestrian areas* at the end of the school day. High visibility waistcoats will be worn when carrying out traffic management monitoring duties and when escorting children to the buses.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Senior Management Team and School Governors will carry out regular monitoring inspections to view traffic management practices. These inspections will be recorded on the **'monitoring form'** (see appendix A). These records will be retained for 6 months.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the *School Business Manager.* The *Headteacher* 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 escalated to the Management Team so that appropriate action can be taken.

On days where there is no monitoring carried out and there is an instance of non-compliance, incidents should be escalated immediately to the Senior Management Team who will make a record on the form and take appropriate action.

Incident reporting

There is a Near Miss Report Form on the school website here; Traffic & Parking | Bridekirk Dovenby CE Primary School for parents, staff and visitors to report any near miss or dangerous occurrence which could have, but did not result in injury. A copy can also be obtained from the school office.

All incidents are logged and escalated where appropriate by the Senior Management Team and/or the Governors.

Any accident will be dealt with using Accident Forms and procedures.

Please note that all accidents/incidents involving adults and significant pupil incidents which occur on school sites and as part of school activities off-site are reportable to Cumberland Council and may result in investigative action over and above that of the school, e.g. by the Health and Safety Executive or Cumberland Council.

11. Appendix A -Traffic Management Plan - Site Monitoring Form

Completed by: Senior Management Team

Date	Area	Observations	In the case of an accident/incident, was relevant form submitted to CC? Yes/No	Signed by