

# 2026 St Thomas More Internal Traffic Management Plan



## Traffic Management Plan: Updated 23/04/2026

School / Location	St Thomas More College, Sunnybank
School Principal	Frank McCullagh
Business Manager / WHSO	Julie Redmond

### Pick up and drop off points for students

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

- Entry and exit signage to the school/workplace is located at:
  - Entry Admin carparking – gate 6
  - Exit Admin carparking – gate 7
- Designated pick up and drop off areas for students are located at:
  - Admin Carpark
- Pick up and drop off areas for students are clearly marked by:
  - Marked bays
  - Move to the end of queue sign
- Designated pedestrian crossings are:
  - Outside Entry point at Gate 6 Admin car park
- School crossing supervisors:
  - use high visibility jacket for personal protective equipment (PPE) and
- Traffic supervisors
  - car park and bus pick up areas are supervised at the following times:
    - during school drop off 8.10am – 8.30am
    - during school pick up 2.55pm – 3.15pm, Gate # 2 (Parkridge Bus pickup), Carpark Shade Structure drop off / pick up area
- Pedestrian walkways are physically protected from designated roadways by:
  - 2.1-meter fence with teacher supervising access – Gate 2 and Carpark Shade Structure drop off / pick up area.
- Pedestrian walkways are clearly marked/indicated by:
  - designated walkways, road markings
- Speed restriction signage is clearly displayed in the workplace at the following locations:
  - 10kph signage at regular intervals down the service road
  - 10kph signage at regular intervals along the Admin Carpark drop off/pick up
- Speed controlling devices are in place to restrict vehicle speed on site:
  - Speed humps installed as vehicles approach the pedestrian crossing at the entry gate (Gate # 6)
  - Speed awareness monitoring sign in front car park

## 2026 St Thomas More Internal Traffic Management Plan

### **Other considerations or risk controls and 2026 Construction changes**

- Removable metal Bollards held in place with a “U” bolt allow for traffic to exit prior to entering the main carpark area This would be removed for improved traffic management during the following types of activities:
  - camp pick up/drop off,
  - SECA Sport drop off/pick up
  - Designated disabled parking
- Use of back basketball courts for staff parking when special events are on
- No bollards during the Construction phase of work to ease the entry and exit to the designated delivery spot
- No access to the service road for delivery vehicles or staff car parking during the 2026 construction phase
- No pedestrian access through Pasteur Street and gate 11 which will be kept locked
- Rubbish and recycling collection points changed to front of service road
- One way access corridor has been created by construction team to facilitate pedestrian traffic from the left to right side of the school. One way and No entry signs dictate the flow of traffic

### **Courier and/or delivery drop off points**

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

- Non-tuck-shop couriers and/or delivery drivers generally deliver to the school reception. They do not enter the school grounds and use the bays marked in the Admin Carpark that are also used by parents for student drop off / pick up.
- In the case of deliveries of materials for ground staff activities, these are usually managed on a case-by-case basis. Most of these deliveries are delayed until the school holidays, or during times when students are in classes. Such vehicles will access the back of the school through gate 10 (where the buses are parked) only with prior consent from STMC staff
- Tuck-shop delivery drivers use the slip road to deliver supplies with the following safety measures in place
  - Designated loading zone
  - Signage and safety fence
  - Access is restricted to (Gate # 4) which will be left open for deliveries.
- School speed limits are set at (10 km/hr.) with clearly displayed signage located at:
  - Admin Carpark – at regular intervals

# 2026 St Thomas More Internal Traffic Management Plan

## **Safe passage of vehicles within the school (golf buggies, ride on mowers, Utes, school buses, Toro Workman)**

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

- Prior to entering the school, drivers of any vehicles must report to the school reception to arrange for a member of staff to act as a "spotter" to supervise onsite vehicle movements.
- When driving around the College grounds, excluding the car park, turn the hazard indicator lights on and do not exceed walking pace.
- Golf buggy has siren fitted to alert students when in motion
- Worksite speed limits are set at a walking pace. with clearly displayed signage located at:
  - Regular intervals along the service road and in the Admin Carparking area
  - Slower pace when approaching building corners where vision is obstructed
- Vehicles are not allowed to move around school grounds during the following time periods of peak pedestrian traffic:
  - Lunch break and afternoon recess
- School Vehicles
  - plan a route which minimizes driving near areas of high pedestrian traffic
  - Consider whether the task can be done when students are absent from the area or outside school hours
  - Do not mow fields or other areas while people are present. If unavoidable use a spotter
  - should be limited along pedestrian pathways between 8am-9am, Lunch break and afternoon recess and between Final Bell and 3.15pm
  - Plan the route to pickup/drop off points to avoid reversing the bus – if unavoidable use a spotter to assist
  - School vehicles are not to be driven on Campus during student break times (lunch times) and 15 minutes before school starts and 15 minutes after school ends.
  - Special care is to be taken on Primary Cluster days with primary school age children on sports day
  - Keys to be removed from vehicles when not in use
- Other considerations
- Vehicles are prevented from accessing the following areas:
- Pathways used by students during break times
- Access to servant court by buggy and grounds work vehicle is via the footpath on the outside of the school Turton street
- Access to the Presentation Centre by Buggy and grounds work vehicle is via the school oval only

# 2026 St Thomas More Internal Traffic Management Plan

## Parking arrangements

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

- There are 74 car parks available for employees broken down by 29 single parks (service road) 36 single parks (admin carpark) 38 tandem parks (admin car park), 2 car parks for parents and visitors 2 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas: Admin Carparking area
- Signage identifying the whereabouts of Public Administration and Student Reception is clearly visible from the car park
- Carpark speed limits are set at 10km/hr. and clearly displayed at regular intervals

## Special Events (Sporting & Music Events.)

Traffic control requirements for special events may vary and control measures will need to be determined through a risk assessment (considering learning's from previous special events).

The following safety arrangements are in place to minimize 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 parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
- 68 temporary carparks on back basketball courts
- Use of internal whole school PA system to direct traffic
- Signage identifying the whereabouts of the event will be clearly visible from the car park
- Pedestrian Crossing signs at crossings "& old stop/drop/go" area

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## STMC CONSTRUCTION MAP 2026



Construction zone - no access



Loading Zone for deliveries



One Way Walkway

### Signatures:

Principal	<i>Frank McCullagh</i> Frank McCullagh	Date	24/4/26
Business Manager / WHSO	<i>Julie Redmond</i> Julie Redmond	Date	24/4/2026.

