



Anglican Grammar
Hume

Traffic Safety Rules

Mt Ridley 2020

The safety of our students is paramount. Every parent is expected and required to work in partnership with the School in ensuring the welfare of all members of the school community.

The information contained in this booklet, specifically for the Mt Ridley Campus, clearly describes the *rules of the road* for all vehicles that enter and use the School grounds. They are designed to ensure the safety of all who use the roads and carparks both within the School's grounds and immediately outside the campus gates, including pedestrians, drivers and passengers. Responsible driver behaviour is one essential element that will help ensure the safety of our students, parents and staff is not compromised.

The principles upon which these rules have been created are derived from three of our school values:

Respect - principled and disciplined; we care for ourselves and value others

Integrity - a community whose members are accountable, responsible and trustworthy

Safety - care for the health and wellbeing of all members of our community



Contents

Speed Limits	3
Traffic Areas at Mt Ridley	3
Accessing the School	4
No Parking Zones.....	5
Loading Zone.....	5
No Standing Zones.....	6
Disabled Parking.....	6
Staff Parking	6
Reverse Parking	6
Duty Staff	7
Pick-up and Drop-off Zones	7
Permitted Parking Areas for Parents	9
Entering the Main Carpark.....	10
Exiting the Main Carpark.....	10
Mt Ridley Road	11
Pedestrian Crossings	11
The Gate 1 Roundabout	11
Bus Zone.....	11
Car Pooling	11
Directional Arrows	12
Accidents	12
Enforcement by Victorian Police	12



Speed Limits

The entire Mt Ridley Campus is a pedestrian shared zone and has a 20kmph maximum speed limit, at all times. Approaching the bend at the Main Carpark and continuing to Drop-off/Pick-up Zone 1, the speed limit changes to 10kmph. This is clearly signposted and must be obeyed, at all times.

Please note, these are maximum speed limits, and in certain circumstances lower speeds will be required, for the safety of all concerned.

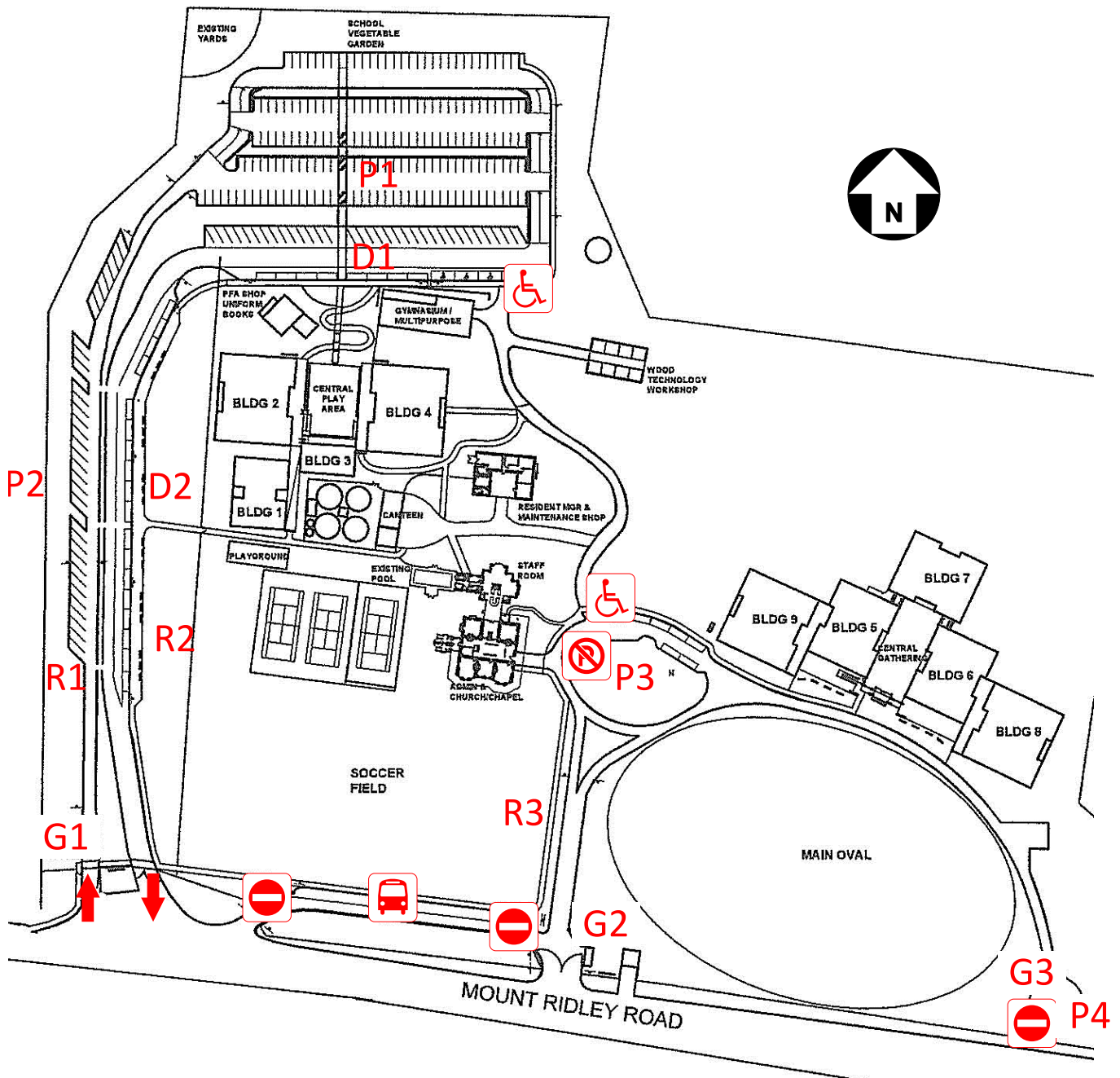
Mt Ridley Road, immediately in front of the school, between 8:00-9:30am and from 2:30-4:00pm, is a School Zone with a **maximum** speed **of 40kmph**.



Traffic Areas at Mt Ridley

The map overleaf shows the main traffic features of the Mt Ridley campus.

- Carparks: there are three official parking areas.
 - P1 - Main Carpark
 - P2 - Western Carpark
 - P3 - Visitors' Carpark
 - P4 - Eastern Carpark (Staff Only)
- Roads: there are a number of roads that are accessible to the public
 - R1 - Main Entrance Road via Gate 1 leading to the Western and Main Carparks
 - R2 - Main Exit Road out through Gate 1 exiting the Main Carpark
 - R3 - Visitors' Road through Gate 2 leading to the Visitors' Carpark (and Eastern Carpark)
- Gates: there are three gates:
 - G1 - Gate 1 at the main access gate leading to the Main and Western Carparks
 - G2 - Gate 2 is the central gate with restricted access leading to the Visitors' Carpark (and Eastern Carpark)
 - G3 - Gate 3 is the most easterly gate and is permanently locked with no access
- DROP OFF Zones: there are two drop-off zones:
 - D1 - on the school-side of the Main Carpark
 - D2 - on the school-side of the Western Carpark on the Main Exit Road
- Special Areas: a number of special areas are designated
 - Bus Zone located on the southern boundary of the campus adjacent to Mt Ridley Road
 - Loading Zone located in the Visitors' Carpark
 - Disabled Parks in the Visitors' Carpark and SE corner of the Main Carpark
 - Garbage Collection at the Gate 2 entrance



Accessing the School

There are three gates to the school as indicated above (G1, G2 and G3). There is a gate leading to the Bus Stop adjacent to Gate 2, but this must not be used under any circumstances.

- **Gate 1**

This is the main entrance and exit to the School. All parents should be using this gate for general access. It is unlocked between 6:15am and 7:00pm. On weekends and during school closure it is locked. During the school holidays when vacation care is running, the gate will be open in the times indicated above. Out-of-hours School Care will communicate any variations to access or to these times.

- **Gate 2**

This gate provides access to the Visitors' Carpark (and the staff Eastern Carpark). This is a pedestrian zone used extensively by students; therefore, many children use the paths and roadways to move around the school.

Gate 2 is NOT to be used for picking-up or dropping-off students.

This gate is normally closed and to gain access Reception must be contacted through the intercom located on the left hand side. Parents will not normally be permitted access. Arriving late, inclement weather, arriving early, carrying heavy or additional items, or visiting the Homestead, are not acceptable reasons and the gate will not be opened for you. You are also not permitted to use the entranceway to Gate 2 to pick up or drop off children.

The only acceptable reason would be for access to the Disabled Park by parents who display an authorised Disability Parking Permit issued by VicRoads. These permits are not transferable so cannot be used by another driver. This must be clearly displayed at all times, especially whilst in the Disabled Park.

Parents who have a child who may have a temporary impairment (e.g. on crutches due to injury) may receive short-term permission to access Gate 2. This is allowed only because of the child's incapacity, not for the driver's condition (unless holding a valid Disabled Parking permit).

- **Gate 3**

Gate 3 is permanently locked and cannot be accessed. Vehicles must not use this driveway to turn around or pull over when on Mt Ridley Road.

No Parking Zones

- Western Carpark

The car park bays are strictly for staff use between 8:00am and 4:00pm on school days, even if vacant. This is to prevent cars backing out into traffic and pedestrians attempting to cross the Main Entrance/Exit Roads to access the School.

- Loading Zone and Disabled Parking

These **are in operation 24 hours a day, 365 days a year**. You may only use them if your circumstances fulfil the criteria for utilising these spaces.

- Visitors' Carpark

Is for Visitors to the School and has a 20-minute maximum standing time.



Loading Zone

There is a Loading Zone located in the Visitors' Carpark adjacent to the Homestead. This is clearly signposted and in effect 24 hours a day, every day of the week, regardless of whether it is a school day, weekend or school closure.

No Standing Zones

The following areas are designated as no standing:

- All pedestrian walkways
- All pathways
- Grassed areas
- Non-bitumen areas including the grounds north of the Visitors' Carpark
- Roadways
- Area immediately adjacent to the Hydrant Booster red box in DROP OFF Zone 2.

Disabled Parking

There are two locations in which disabled parking is available, one space in the Visitors' Carpark and four in the southeast corner of the 1st tier of the Main Carpark. These are clearly signposted and are in effect at all times every day of the week, regardless of whether it is a school day, weekend or school holiday.

Only vehicles displaying an authorised Disability Parking Permit issued by VicRoads may use these spaces.

Right of way is given to these authorised drivers to reverse out of the bays; therefore, the area immediately to the rear of these zones in the Main Carpark must be kept clear as indicated.



Staff Parking

Long-term parking for staff is designated in the 4th (bottom) tier of the Main Carpark, the Western Carpark, and the Eastern Carpark. In order to free up car parks for parents and visitors, all staff are to park in these zones only and not occupy any other car park on site. This will also encourage visitors and parents not to use these parks, which are more difficult to use due to the need to reverse and the heavier traffic.

The Eastern carpark is accessible to staff only and is not to be used by Parents, Visitors or Student drivers. Please see separate instructions regarding access and the use of this carpark by staff.

Reverse Parking

All vehicles parked in the 2nd, 3rd and 4th tier of the Main Carpark must be reversed parked. This is to provide the driver with a clear and unobstructed view while manoeuvring out of the parking spaces.

The tyres of the front/rear wheels of all parked vehicles should touch the tyre-stop bollard. This way the vehicles will not protrude into the line of traffic.



Traffic Safety Officer

The School has a designated Traffic Safety Officer whose job is to ensure all road users follow the road rules and act in a manner that maintains safety. All drivers must comply immediately with any direction given by the Traffic Safety Officer. Their role is to act in the best interest of all in the school community and therefore it is expected that all users will show courtesy and immediately obey all directions.

Duty Staff

Teaching staff have duties at the start and end of each day at different locations adjacent to roads or carparks. These staff have as their primary role, the care of the students and other pedestrians. They have low-level responsibility to monitor traffic and guide vehicles as required. Senior leadership will support staff on duty and provide additional assistance, on occasions.

All drivers must follow the instructions of all duty staff and it is expected they will show courtesy and be immediately compliant to any direction given.

- Main Carpark (Pick-up/Drop-off Zone 1)

Two staff members on either end of the pedestrian crossing on the 1st tier will control pedestrians and traffic using STOP/SLOW signs. Drivers must obey the signs and be particularly attentive at this busy point in the carpark. There is an additional staff member on duty in the student waiting zone at the end of the day to ensure students wait safely.

- Mt Ridley Road crossing

The Hume City Council has provided traffic controllers who will manage all pedestrians at the Mt Ridley Road crossing, located immediately outside Gate 2. The traffic controllers will use a stop sign to stop the traffic and then blow a whistle so that all pedestrians know when to safely proceeding to the other side. Directions given by the traffic controller must be followed.

- Pick-up/Drop-off Zone 2 (Western Carpark)

A staff member will monitor the Pick-up/Drop-off Zone to ensure traffic flows freely. Their role is to ensure students wait in the appropriate area and do not cross the road into the Western Carpark that is a 'no parking zone' for parents. They will also insist that drivers do not leave their cars and continue to move to the end of the zone. There is a clearly marked no standing zone adjacent to the Hydrant Booster red box. Vehicles are not permitted to stop here and must move forward to keep this zone clear.

Pick-up and Drop-off Zones

There are only two designated Pick-up/Drop off zones in the School.

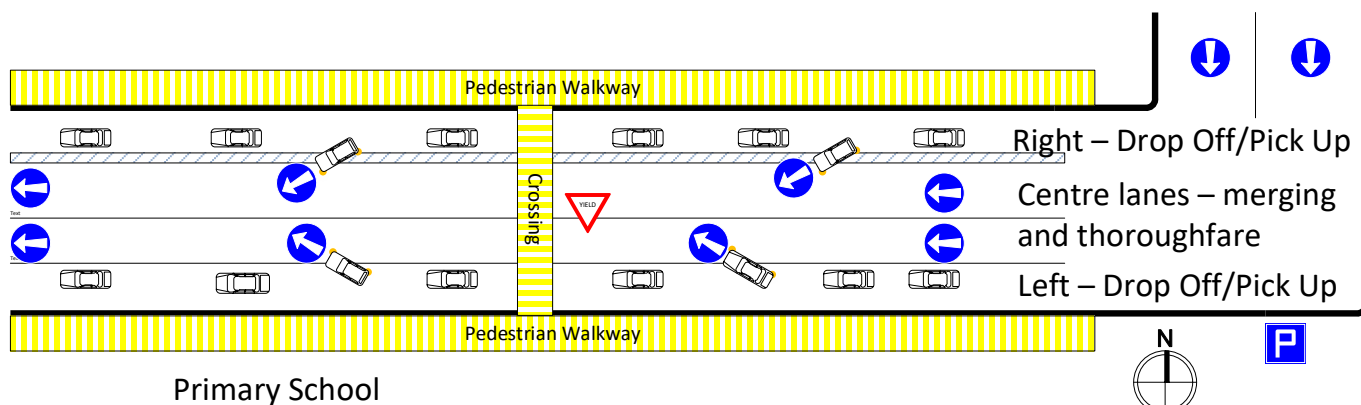
- Pick-up/Drop-off Zone 1 on the southern side of the 1st tier of the Main Carpark.
- Pick-up/Drop-off Zone 2 on the school-side (eastern) of the Western Carpark, on the Main Exit Road.



Procedures for the use of these two zones are:

- **NEVER leave your car** in these zones.
- Students are **NEVER** to be picked-up or dropped-off in any area other than the designated Pick-up/Drop off zones, and **NEVER** be allowed to get into or out of a vehicle in any of the lanes or roadways
- After school, students are directed to remain in the designated waiting area until their parents have arrived. Students will not be permitted to wait elsewhere and are **NEVER** to wait to be picked-up in the Main Carpark
- Do not park and remain in the pick-up/drop-off zone. Especially do not arrive before 3:00pm in the afternoon and obstruct the zone. If you wish to arrive early, you are to park in the Main Carpark
- When dropping off, prepare your children to exit as quickly as possible. Do not use this time to give last minute instructions or finish your conversation while they sit in the car or stand at the kerb
- There should be no need for you to get out of the car to assist students with their bag or to greet/farewell them
- When picking up, students are to enter the vehicle as quickly as possible, so the line can continue moving
- As spaces become available, continue moving to the end of the zone to allow cars waiting behind to enter the zone.
- Follow the directions given to you by the duty staff without question or debate. They act in the best interest of all children to ensure they are safe, and to assist the flow of traffic
- The Pedestrian walkways are denoted by yellow lines – this is a pedestrian safe way. Vehicles moving along the adjacent drop-off/pick-up lane must be particularly conscious of children in this zone
- When moving out of a drop-off/pick up lanes use your indicator and give way to traffic
- In Pick-up/Drop-off Zone 1, the 1st (top) tier of the Main Car Park:
 - when approaching the pedestrian crossing, you must follow the direction of the STOP/SLOW sign held by duty staff or give way to pedestrians if no traffic controller is in attendance
 - from either drop-off/pick up lanes, you are permitted to merge back into the centre lanes after dropping off or picking up children. Ensure you indicate and give way to traffic in the centre lane
 - from the centre lanes, you are not permitted to queue jump and push into the left and right drop-off/pick up lanes. Please be considerate and wait your turn
 - centre lanes are for vehicles merging out from the left and right drop-off/pick-up lanes or that are driving out of the School. Although you have right-of-way, please be courteous to fellow parents as they merge out from the left and right drop-off/pick up lanes

- The centre lanes are bordered by solid white lines which means you are prohibited from changing lanes between the two
- students are never to get into or out of their vehicle from the two centre lanes
- if using the *left* side drop-off/pick up lane:
 - students must get into and out of the **left** side of their stopped car only
- if using the *right* side drop-off/pick-up lane:
 - students in the rear seat must enter and leave the vehicle through the right side door
 - a child in the front passenger may use the left side door
 - there is a white marked area as a 'buffer' zone between the pick-up/drop-off lane and the centre lanes
 - when stepping out on the left of the car into the buffer zone, students must immediately move to the right side yellow pedestrian zone and then walk to the designated crossing point. They are never to walk along the buffer zone or to cross the road
 - when waiting for their car, students must wait in the yellow pedestrian zone, and when the car has come to a complete stop move immediately to the buffer zone and get into the car
 - the buffer zone is never to be used as a walkway
- See below:



- In Drop-off/Pick-up Zone 2 adjacent to the Western Carpark on the exit road, students must get into and out of the left side of their stopped car only.

Permitted Parking Areas for Parents



If you wish to park and stay, the Main Carpark is the only area where parking is permitted.

The carpark is made up of 4 tiers (levels); the 1st is at the top closest to the School and the 4th is the lowest level and furthest from the School. Parking is only permitted for parents in the 2nd, 3rd and 4th tiers.

Please note that the Main Carpark has the potential to be the location of the most congestion and thus present the greatest risk; this is due to the converging traffic and because it serves a number of different roles; pick-up/drop-off, parking and exiting.

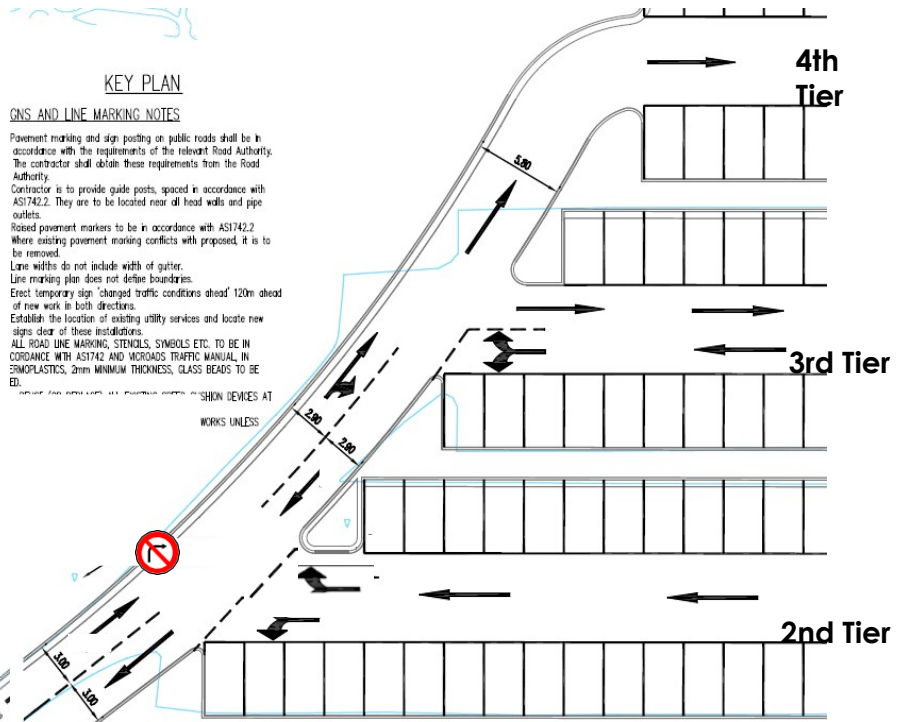
Reverse parking is required in the Main Carpark, as you will find it easier and less dangerous when leaving than attempting to back out into traffic.

Between 8:00am and 4:00pm on a school day, parents must not park in the Western Carpark, even if places are vacant. Parents arriving for afternoon pick-up must not arrive before 3:00pm and wait at the Pick-up/Drop-off zones as this causes congestion of vehicles that will eventually block access from the bottom-tier car park.

Parents are not to use the Visitors' Carpark for occasional access. At all times the Main Carpark is the only area where parking is permitted.

Entering the Main Carpark

Just prior to entering the Main Carpark, the road will change from a one-way to a two-way road – this means there is oncoming traffic, so all vehicles must keep left. There is **no right turn into the 2nd tier** as this is only one-way. You must enter either the 3rd or 4th tier. The 3rd tier is two-way and the 4th one way.



Exiting the Main Carpark

In the 1st tier, there are two lanes to leave the carpark; both will allow you to exit the school. The right lane will have merging traffic from the Pick-up/Drop-off Zone 1 and merging traffic on the right as you round the corner, this merging traffic must give way. The left lane will have merging traffic from Pick-up/Drop-off Zone 1 (Main) and Drop off Zone 2 (Western), so be alert. This merging traffic must give way.

The main carpark may also be exited from the 2nd or 3rd tier. This road is two-way so drivers must keep left and be alert to oncoming vehicles. When merging with the outgoing traffic, you must give way.

Merging must give way

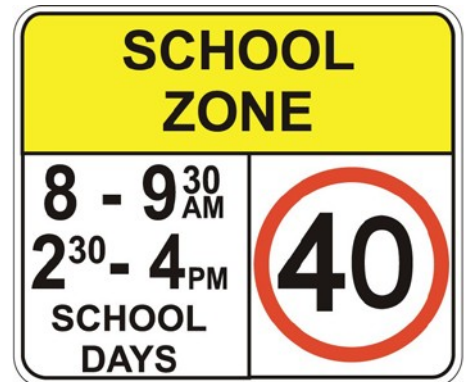
U-turns and 3-point turns

Nowhere on the school grounds is a U-turn or a 3-point turn permitted.

Mt Ridley Road

During the hours of 8:00-9:30am and 2:30-4:00pm it is a School Zone with a **maximum of 40kmph** speed limit.

There is a double solid line dividing this road. This means that drivers are prohibited from overtaking, performing a U-turn or crossing it under any circumstance. There is a very good reason why this is not permitted - it is unsafe and those who do so are endangering themselves, other road users and, most importantly, the pedestrians.



Parents are not permitted to pull off the road, or stop in the middle of the road, to drop off or pick up students. It is extremely dangerous as students then attempt to navigate walking alongside or crossing a busy road.

Pedestrian Crossings

There is now only one pedestrian crossing point on Mt Ridley Road for access to the school. At the crossing point immediately outside Gate 2, Council provided traffic controllers are present. They will instruct the students to cross only at the point where they are on duty.

Bus Zone

School Buses enter their pickup/drop off zone through a dedicated entrance, adjacent to Gate 1. This is for buses only and is not to be accessed by any other vehicle at any time.

Drivers on Mt Ridley Road are asked to be aware that these buses depart through the exit at Gate 2 each school day at 3:40pm, and so please give way where possible.

Public buses

PTV buses stop at the sign-posted public bus stop outside Gate 2 on Mt Ridley Rd, before and after school. Further details about the times is available from the school website.

Parents are not to use the public bus stop to pick-up or drop-off students, nor are they to use any part of Mt Ridley Road, including driveways.

Car Pooling

Parents are encouraged to car pool as it greatly assists in alleviating traffic congestion. Such arrangements are private between the individuals involved.

The Gate 1 Roundabout

Please be aware of the following rules related to roundabouts.

Before entering a roundabout, you must give way to vehicles already in the roundabout.

When approaching the roundabout heading east with the intention of turning left into the School, you must indicate that you intend to turn left as you approach the roundabout, and ensure you are in the left lane as indicated by the arrow.

If you are approaching heading west and wish to turn right into the School, you must indicate that you want to turn right as you approach the roundabout, and approach in the right lane as indicated by the arrow.

If you want to travel straight through the roundabout and are travelling east then stay in the right lane, if you are travelling west then stay in the left lane. Do not indicate as you approach the roundabout.

Directional Arrows

Arrows guide drivers into and out of car park areas. All drivers must proceed in the direction of arrows and obey 'No Entry' signs.

Accidents

If there is an accident you are required by law to remain and exchange details with any other vehicle or person involved. To not do so is called 'leaving the scene of an accident', and is a most serious offence. It is very important this law is obeyed, regardless of the size of the accident or where it occurred. Such incidents are a civil matter between the drivers involved. The School accepts no responsibility for accidents that occur on its grounds.

Enforcement by Victorian Police

Victorian traffic laws apply on the school campus that are no different to any public road. The Police have come onto the school's grounds in the past, and will continue to do so, to enforce road laws. Drivers who speed, disobey road signs, park in disabled or loading zones are liable to be pulled over and fined by police.

The School supports law enforcement in this role and will provide the Police with any assistance they require in ensuring drivers abide by the rules of the road.

If parents are unsure of any traffic rules, you are encouraged to visit the VicRoads website at:

<https://www.vicroads.vic.gov.au/safety-and-road-rules>



Children's safety is our core concern