

# Traffic Management Plan

## Rochedale State School

This traffic management plan communicates how hazards associated with pedestrian/vehicle and vehicle/vehicle interactions are managed across the workplace in order to minimise the risk of harm to people, property, the environment and the workplace's reputation.

**School/workplace address:** 694 Rochedale Road, ROCHEDALE QLD 4123


**Person(s) completing traffic management plan:** Marissa Wood

**Date of Plan:** 12/03/2026

**Persons consulted** in the development of this plan:

Name	Role
Melissa Provost-Boyle	Principal
Addie Kucks	Deputy Principal
Marissa Wood	Workplace Safety and Injury Management Co-ordinator

**Ratified at HSW Committee/Forum-** meeting date: 14/05/2026

**Endorsed by Principal/Manager:** Melissa Provost-Boyle Signature: 

**Workplace contact** for traffic management issues: Melissa Provost-Boyle

**Date plan shared with workplace:** 14/05/2026

**Date of scheduled annual\* review:** 12/03/2027

**Last reviewed:** Click or tap to enter a date.

## Responsibilities

- All employees and others (including parents, contractors and students) are responsible for complying with the requirements of the traffic management plan.
- The Principal/WHs Officer is responsible for ensuring the traffic management plan is maintained and reviewed.

## Site description

The workplace consists of a multiple building site with car park facilities within the school grounds. The school's standard hours of operation are 8.30am to 4pm with the exception of school and public holidays.

The traffic management plan considers traffic flow on the whole site which includes:

- pick up and drop off of points for students e.g., student pick up/drop off; school bus zones, taxi/share ride drop off zones
- couriers/deliveries and designated garbage collection
- employee, student, visitor, disability, special event and service provider parking
- operation of mobile plant e.g. lawn mowers, golf carts, tractors, and multi-wheeled vehicles, construction vehicles, diggers, scissor lifts, amusement devices and contractor/ subcontractor/ service provider plant on site.
- safe on-site pedestrian flow, including management of personal transport devices on site (bicycles, skateboards, eRideables etc)
- special events e.g. fetes, open days, community hire

## Traffic management communication

This plan is shared with the school community via:

- Website

While Rochedale State School works to actively communicate traffic management arrangements to students, parents and carers, there may be times when the school considers it is necessary for follow up actions to be undertaken to reinforce good behaviours to ensure safety. Where it becomes necessary to impose parking restrictions, speed limits and other road rules, Rochedale State School will take defined actions prior to making a formal request for enforcement via Department of Main Roads/Queensland Police Service/local council, and communicate this to students, parents and carers in advance. This will ensure Rochedale State School's community is aware of the steps the school has taken prior to making this request, and why it is now considered necessary. This [action plan](#) appears at the end of this document.

## Basic traffic rules

Vehicles accessing the site and parking areas must observe all standard road rules including:

- observing all signposted speed limits
- use designated and marked roadways at all times.
- pedestrians always have "right of way"
- pedestrian walkways must be kept clear at all times
- give way as needed
- traffic signs and directional marking must be adhered to
- keep to the left
- All rideables must be dismounted and pushed or carried inside site fencing.

## Traffic management measures

The key traffic hazards and associated controls are detailed below.

At Rochedale State School, student safety is our top priority. To ensure a safe and efficient drop-off and pick-up process, please follow the guidelines below. We appreciate your cooperation in keeping our community safe and respectful.

### Entry and Access Points

The school has three entry points from Rochedale Road

- Gate 1: Staff Parking Only. No parent or student access.
- Gate 2 & Gate 3: Vehicle access only. No pedestrian access on driveways. Please use designated footpaths.

### Drop-Off and Pick-Up Zone (Kiss and Go Area)

#### Morning Drop-Off

- No parking allowed: this is a drop-and-go zone
- Stop only long enough to safely let your student out via the left-hand (curbside) door
- Move forward promptly to keep traffic flowing

#### Afternoon Pick-Up

To help us efficiently call students to your car:

- Write your child/s surname clearly on a sheet of paper and place it on the passenger-side sun visor (paper available at the office)
- Always stay in your vehicle
- Unlock your doors so your student can enter safely
- Teach children to fasten their own seatbelt
- If possible, place baby capsules on the right-hand side so children can enter safely from the curbside
- School staff will place bags on the front passenger seat — have the window down
- Do not exit your vehicle to access the boot or assist your child.
- If your child is not ready when you arrive, please drive off and park legally off-site to avoid blocking the zone.

#### Car Parking

- The main school car park (off Rochedale Road) is not for drop-off or pick-up
- Students are not permitted to walk unsupervised to or from cars
- Parents must:
  - Park in a designated space
  - Walk into school to drop off or collect students
- If no parking is available, please seek alternative off-site parking

#### Disabled and Sick Bay Parking

Reserved only for:

- Parents collecting sick students from the office
- Emergency vehicles
- Students with a physical disability who require this access

## Planning Ahead

Due to growing enrolments, parking is limited. Please:

- Familiarise yourself with surrounding streets for parking.
- Create a pick-up/drop-off plan that avoids peak congestion.
- Be respectful and follow all school and road safety rules.

### ✔ DO & ✘ DO NOT

#### ✔ DO

Plan your trip to avoid peak times

Use the designated drop-off/pick-up zone only for quick transitions

Pull forward to the head of the queue

Ensure students exit/enter via left-hand (kerbside) door

Display surname sign on passenger sun visor

Move off safely if your student isn't ready

Be courteous and patient

#### ✘ DO NOT

Leave your car in the drop-off zone

Double-park or block the flow of traffic

Stay in the zone longer than 2 minutes

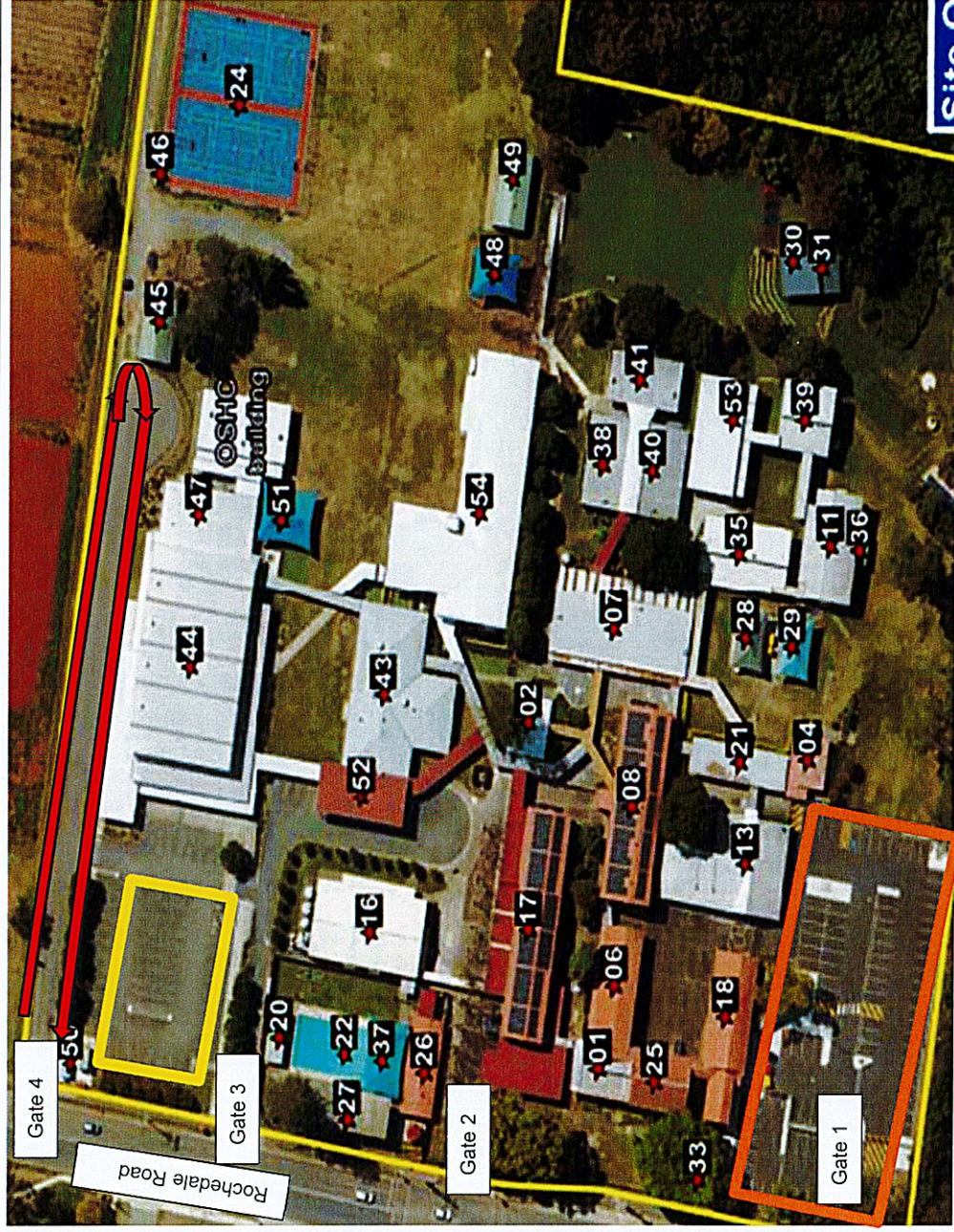
Allow students to cross the road to access your car

Arrive early and wait in the zone before pick-up time

Be disrespectful or aggressive to staff

Use Gate 1 for parent access

# Site Map



## LEGEND

- Kiss and Go:-**
- Supervised 8.15am – 8.40am and 2.50pm to 3.20pm.
  - Follow the traffic flow directions.
  - Vehicles not to perform u turn when in line.
- Staff carpark:-**
- No drop off or pick up of students.
- Main carpark:-**
- No drop off or pick up of students.
  - Park in designated space.
  - Walk into school to drop off or pick up students.
- Vehicle access only**
- No pedestrian access on driveways.
- Gate 2/Gate 3

**Traffic management action plan**

Date raised	Description	Agreed action	Action Officer	Status
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