VEHICLE MANAGEMENT POLICY
(Including drop off & pick up)

Relevant to:	**All staff, all students, all parents**
Developed by:	**Management Team**
Date of Introduction:	**February 2019**
Date of Most Recent Review:	**Nov 2025**
Date for Review:	**Nov 2028 or as required**
Approved:	**School Board Apr26**
Related Documents:	**Attendance Policy & Procedure, Child Safety policies**

PURPOSE

It is the policy of Tamar Valley Steiner School to ensure that all children enrolled at the School arrive and depart in a safe manner, minimising the risk of harm to themselves and others. This policy is included in the enrolment package to ensure parents are aware and adhere to the correct procedure in relation to parking and drop off procedures at Tamar Valley Steiner School.

BACKGROUND

All staff at Tamar Valley Steiner School encourage parents to help their children understand the importance of safety when travelling to and from school and when being dropped off and picked up at the school. To ensure all families understand that there is a dedicated drop off and parking area provided within the school site.

PROCEDURE

Drop off

1) Student drop off begins no earlier than 8:30 a.m. Parents arriving in cars must drop students off using the carpark entrance located off St Leonards Road and access the student drop off area within the school grounds. ***Under no circumstances should parents drop their child/ren on either side of St Leonards Road to walk into the school grounds. They must use the internal drop off/ parking area.***

   Kinder/Prep and pre-school: limited parking is available on Laimar Street, noting that the easiest turnaround area is not yet sealed, and on the school property, there are 2 marked parking spaces available to parents on the gravel parking pad. Parents must not park on the grassed area of the school property or on unmarked gravel areas. Parents must accompany their child into the school from this parking and carefully supervise them while they are

2) The student internal **drop off** area should only be used for students to alight and walk straight into the school. Stopping in this area is limited to 2 minutes only. This is not a parking zone.

3) If parents need to accompany their child into the school, they must park in a designated parking space within the parking area provided on site and walk with their child/ren until they are inside the school gate.

4) If a child arrives to school late (e.g. if they will get to their classroom after 8:50am, or arrive in the carpark after 8:45am) their parent/guardian needs to park in a designated parking space and accompany the student to the office to sign them in.

Pick up

5) If it is necessary to collect your child earlier than the normal pick-up time, the school must be informed as soon as possible, and parents/ guardians must park in a designated parking space within the parking area provided on site and walk to the office to sign out their child/ren.
6) When leaving the school driveway, the exit onto St Leonards Road is a **left hand turn only**.
7) Do not stop in the 2 minute kiss and drop zone until after the public bus has departed (usually by 2.55pm)
8) Plan to arrive from 3.00pm onwards, as the pickup line flows much better at this time (once the students have arrived ready for pick-up)
9) Keep moving through the spots similar to a taxi zone, to allow safe flow of traffic and avoid reversing hazards.
10) When arriving or leaving the school, please be considerate of others and observe all speed limits (maintaining a speed of 10-20km/hr as signed), parking restrictions and pedestrian crossings.
11) Staff will be on duty during drop off and pick up times to ensure the safety of students arriving and leaving the school.

Overflow parking

12) When the school carparking is full, parents can use St Leonards Road and Laimar street as overflow parking.
13) During whole school events, overflow parking may be provided on the school oval. Flagging will be provided to indicate where vehicles should park and the designated pedestrian access routes to the school.
14) When overflow parking is being used, parents/carers must take extra care when using the oval, ensuring that their child is closely supervised at all times, and stay aware of traffic movements as the school cannot ensure that access to the school from the overflow carpark is as safe as the main carpark.

Adherence to this policy will be continuously monitored and reviewed throughout the year. Please be advised that repeated parking or dropping of children in an area which is not compliant with this policy could impact on continued enrolment at the school.

END