



# 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:	2023
Date for Review:	2025 or as required
Approved:	School Board Mar23
Related Documents:	Attendance Policy & Procedure, Child Protection Policy

## 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

- 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.**
- 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 (after 8:50am) their parent/guardian needs to park in a designated parking space and accompany the student to the office to sign them in.
- 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**.

**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.**

Parents should also note the following guidelines:

- 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)
- Keep moving through the spots as taxis do in a taxi zone. This allows vehicles to move in at the back of the queue rather than having to squeeze into vacant spots or reverse-park as other cars are pulling out, causing potential hazards
- When arriving or leaving the school, please be considerate of others and observe all speed limits, parking restrictions and pedestrian crossings.
- Staff will be on duty during drop off and pick up times to ensure the safety of students arriving and leaving the school.

**END**