



1. Objectives

- Ensure student safety during pick-up and drop-off.
- Reduce traffic congestion around the school.
- Minimize environmental impact (e.g. idling).
- Promote use of walking and biking where possible.

2. Key Components

A. Traffic Flow Design

- **Separate Lanes:**
 - Car drop-off/pick-up
 - Staff parking
 - Visitor parking
- **No Parking/Stopping Zones:**
 - Clearly marked near school entrances and crosswalks

B. Pedestrian Safety

- Clearly visible crossing point.
- **Crossing patrol** during peak times
- **Bollards** to separate pedestrians from traffic.
- Designated **walking paths** into the school grounds

C. Drop-Off/Pick-Up Procedures

- Staff or volunteers to assist at drop-off/pick-up points

E. Signage and Communication

- Directional and instructional signs
- Speed limit signs (typically 5 mph on school property)
- Frequent communication to parents (maps, emails, printed flyers)

F. Emergency Access

- Keep emergency lanes open and clearly marked
- Staff trained in emergency evacuation traffic protocols

3. Sustainable & Active Transport Initiatives

- Walking strongly encouraged.
- **Bike-to-School** initiatives joined and safe bike racks provided.
- Encourage carpooling via a parent network or app

4. Enforcement & Monitoring

- On-site personnel or local authority road safety officer during peak hours
- Periodic review and update of the plan

5. Sample Map

A diagram is very helpful. Here's what it should include:

- Signage locations
- Crosswalks
- Supervision points



Sign clearly informing people of the school site.

New bollards installed to separate pedestrian path from driveway.

Gate which can be secured during the school day. 5MPH signage displayed on here, along with staff/visitor parking only signage.

Double yellow lines outside.



No stopping/parking zig zags outside of the school.

School crossing patrol located here before and after school at main drop off/pick up times.



Safety barriers to separate path from road.