



## Four Lanes Federation

Date last reviewed:	March 2024
Review period:	3 years
Governing Committee Responsible:	Full Governing Board

### Traffic Management Policy

**Aim:** To safeguard the school pupils, staff and grounds by effective management of traffic on site.

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#### **Objectives:**

- To regulate traffic flow onto and off the site.
- To ensure that parking restrictions are adhered to.
- To ensure that access is maintained for community use outside school hours.
- To perform the above in a safe manner for users and their property.

#### **Principles:**

- The Four Lanes Schools site is Hampshire County Council private property.
- Use of the school car park in school hours is restricted to school staff and others having direct business with the schools or community centre.
- Access onto the site must remain unhindered for emergency vehicles.
- Exit from the site is controlled at peak times.
- The barrier allows access by the largest expected vehicles (e.g. refuse lorries, delivery lorries, school outing coaches etc).
- Barrier key fobs are issued to permanent school and community centre staff; all other users to use the token system.
- The barrier is operational on school days and exit is controlled between hours as detailed below. The barrier will be turned off during holiday periods.
- The barrier incorporates a failsafe mechanism to avoid injury or damage to users & their property.
- School and Community Centre staff have the right to go about their work free from intimidation or abuse. Any inappropriate behaviour will be reported to the Executive Headteacher or Head of School, who reserve the right to take matters to the police.

#### **Procedures:**

- Times of controlled exit:
  - Term-time days: 08:15am – 9.15am and 3.15pm – 4.00pm.
  - Outside core hours: barrier will open without the need for a token or key fob.
  - Holidays: barrier open
- The road at the barrier is a single lane. Cars exiting the site must give way to cars entering; white lines are painted on the roadway to show where to give way.



- **Key fobs**
  - Key fobs are issued to some permanent members of school and community centre staff on starting work at the school.
  - Fobs shall remain the property of the schools and must be looked after. They must be returned to the school on cessation of employment or on request by the Executive Headteacher.
  - Fobs are only for use by the person to whom they are issued.
  - A register of all key fobs issued is kept in the school offices.
  - Lost or stolen fobs must be reported to the school office so that they can be deactivated.
  - At the Executive Headteacher's discretion, members of staff may be asked to pay for replacement fobs.
  - Use of the fob is solely to allow the holder to go about their school duties.
  
- **Tokens**
  - The car park barrier may also be operated via a token system.
  - Tokens are held by the school offices and issued to legitimate users on request. Legitimate users would include:
    - i. Temporary staff who do not qualify for a key fob.
    - ii. Permanent staff who have forgotten (not lost) their fob.
    - iii. Official visitors to the schools or community centre.
    - iv. Users of the Community Centre inside barrier-controlled hours.
    - v. Delivery drivers and similar.
    - vi. Parents/carers of temporarily incapacitated pupils, or who are themselves temporarily incapacitated.
    - vii. Disabled blue badge holders.
  - Tokens will be issued, on written request, while registration as disabled continues and to register disabled parents/carers (or parents/carers of disabled pupils) for the duration of their children's time at the schools.
  - Applications for tokens should only be made to the relevant school. Community Centre users should apply to the combined Junior/Community Centre office.
  - Where appropriate (e.g. supply staff, parents/carers of temporarily incapacitated pupils etc), a limited number of tokens (e.g. one week's supply) may be issued rather than a single token. Such multiple issues must be registered.
  - Tokens are single-use and used tokens are securely held inside the barrier pedestal.
  - Tokens are emptied daily or more often if necessary. Tokens will be returned to the school offices. Tokens shall not be left in the barrier during holiday periods.
  - The issue of tokens to non-bonafide users of the car park shall be recorded in a register in the school office to include the name of the person requesting the token together with car registration number, the time and date of issue and the reason for the request.
  - Persistent abusers of the token system will be referred to the Executive Headteacher. This may result in Hampshire County Council (the landowners) officially banning them from the site, after which any further infringements will be reported to the council for legal action.
  - Day-to-day maintenance of the barrier mechanism shall be the responsibility of the school site manager/caretaker. The site manager/caretaker will also turn the barrier off during school holidays.
  - Admin staff for both schools shall be responsible for the issue of tokens and key fobs.
  - Infant school admin staff shall also be responsible for changing the barrier timing (e.g. from winter to summertime etc) and the programming of new fobs.
  - Maintenance costs for the barrier apparatus will be met equally between the two schools.
  - In the event of a breakdown, the barrier can be raised manually and should be left in the raised position until repaired.

**PLEASE NOTE:**

**Parents who are bringing children to school or collecting children from school are not classed as 'official users' and should not use the car park.**



## **Responsibilities:**

### **Executive Headteacher:**

- To ensure staff are informed of the policy and how to operate the barrier.
- To ensure staff compliance with the policy.
- To ensure all admin staff are adequately trained in their responsibilities as set out below.
- To monitor register of fobs and tokens issued.

### **Admin officers:**

- To maintain a register of all key fobs issued.
- To maintain a register of all non-bonafide users of the car park who receive a token. This register is destroyed at the end of each academic year.
- To report persistent offenders to the Executive Headteacher.
- To ensure that barrier timings are correct.
- To ensure tokens are collected from the barrier daily and ensure that both offices have an adequate supply of tokens.
- To order replacement/additional tokens and key fobs as required.
- To take receipt of payments for lost/stolen fobs and deactivate them on the system.
- To report any instances of abusive or threatening behaviour to the Executive Headteacher.

### **Site manager/caretaker:**

- To ensure that the barrier is functional and properly maintained.
- To turn off the barrier during holiday periods.
- To collect tokens from the barrier daily.

### **All staff:**

- To implement & abide by the terms of the policy.

## **Summary for parents:**

- The appropriate use of the car park and the role of the car park barrier will be shared with all new parents as part of their induction to the schools.
- The appropriate use of the car park and the role of the car park barrier will be shared in the school handbooks and newsletters.

## **1. Appendices:**

Appendix A - register for issue of key fobs to be kept for one academic year.

Appendix B - register for non-bonafide or multiple issue of tokens





**Appendix B - Token issue Register** (for non-bonafide or multiple issue of tokens)

Date	Time	Name	Car Registration	Reason for Issue	Number issued