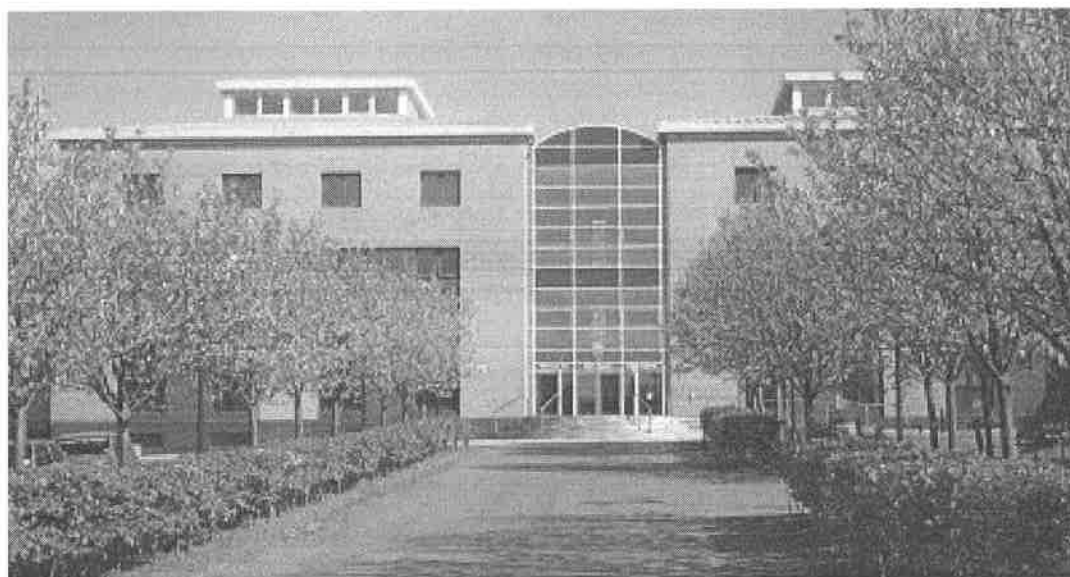




# Bell Baxter High School



## Traffic Management Plan (Revised August 2019)

## Traffic Management – Code of Practice

The following code of practice is to be followed at all times.

1. **All vehicular access to school is by the main Carslogie Road entrance.**
2. The maximum speed of vehicles in school grounds is limited to **5 mph** to minimise the risk to pedestrians and especially our pupils who may take unexpected risks.
3. Vehicles should not enter the school at the Westfield Road gate.
4. Vehicles must not be parked in any of the school playgrounds.
5. Disabled Parking should be reserved at all times for those with disabled badges/internal short-term authorisation passes. Staff organising after school meetings should refer to this in their organisational information distributed to visitors.
6. Staff cars must not be parked in the loading bay area to the rear of the Kitchens.
7. Staff who have to load/unload equipment are permitted to use the nearest point of access but must return their vehicle to the car park on completion. Extreme care must be exercised if this involves driving through a designated play area.
8. Staff must park **within** the marked bays.
9. No staff parking is allowed in the visitors' bays, bus bays or adjacent to double yellow road markings.
10. Extreme care should be exercised at all times but especially when buses are arriving / departing, **with buses being given priority right of way.**
11. Pupil car parking is **not permitted**.

## 1. Introduction

It is very important that staff, parents, pupils and visitors take due care and exercise caution in school or within the vicinity of our school estate and follow all advice and instruction to avoid accident or injury.

These instructions constitute our rules for anyone on our campus and this information has been shared with staff, parents and pupils. Please read this document carefully and act in accordance with the advice and instructions contained herein. The document is also available at reception and on our website.

Any concerns about safety should be reported to the Rector or Business Manager.



Carolann Penrose  
Rector



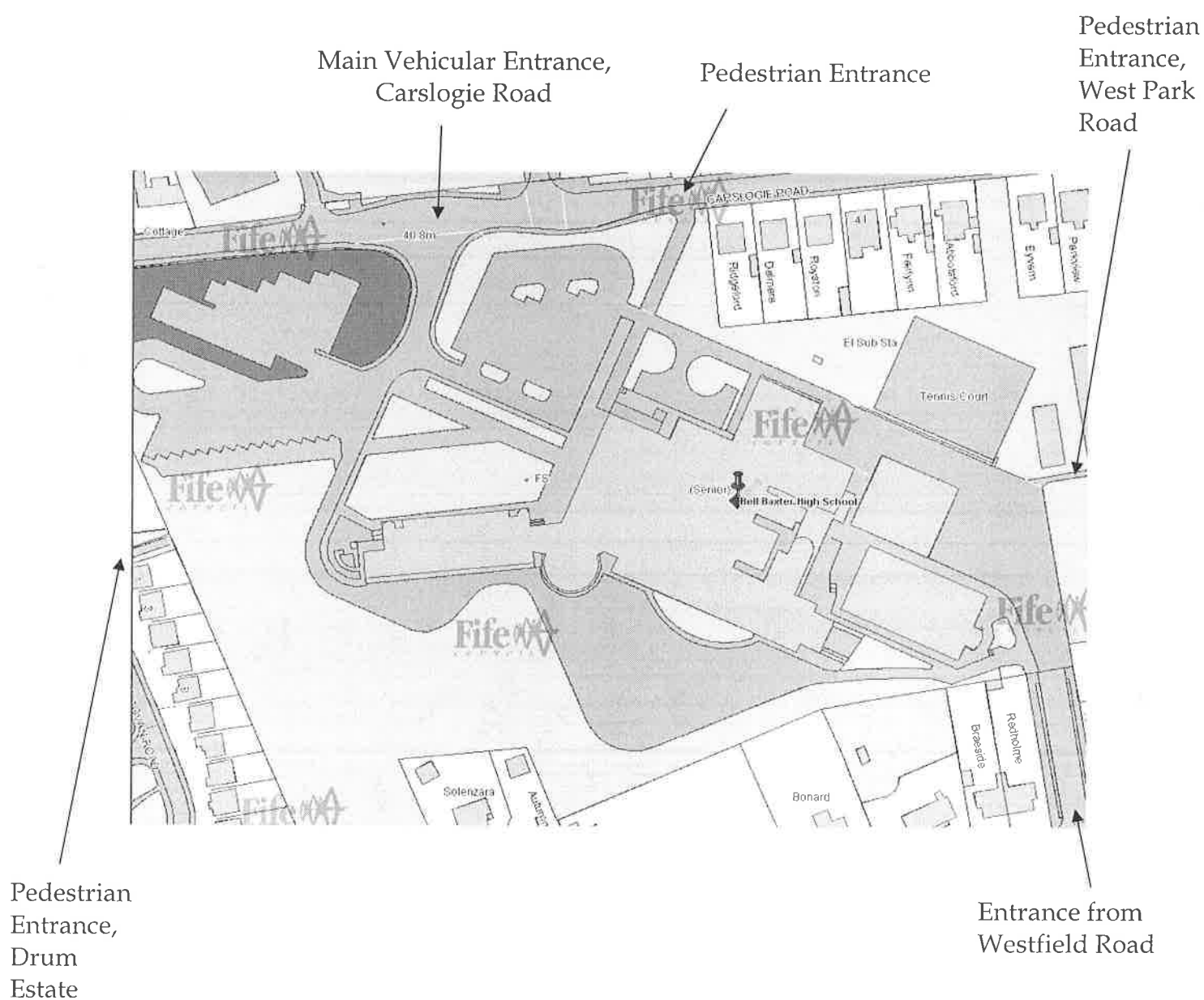
Sharon Orr  
Business Manager

## 2. School Layout and Access to the Building

Bell Baxter is on a Greenfield site on the western edge of Cupar. The main entrance for vehicular traffic is from Carslogie Road.

Staff, parents, pupils and visitors can access the grounds on foot using the pedestrian access from the Drum estate, Carslogie Road, Westfield Road or West Park Road. Vehicular access from Westfield Road is only for Emergency Services.

All visitors must report to the main reception on arrival.



### 3. Pupil Access

The vast majority of our pupils arrive at, and depart from, school by school bus. We encourage pupils who live locally to walk or cycle to school.

Pupils walking to and from the school are regularly reminded of the need for good behaviour in and around Cupar, and to remain safe at all times by:

- Using pavements and not walking on the road.
- Being cautious and vigilant when crossing a road.
- Always using a pedestrian crossing where available.

All pupils crossing Carslogie Road are expected to use the pedestrian crossing near the main entrance.

Parents who drive their children to school are asked to use the main entrance on Carslogie Road and not the entrance on Westfield Road to drop off or pick up their children. The entrance on Westfield Road has been redesigned to improve pedestrian access and to prevent cars stopping or turning in this area.

Pupils within the school grounds must keep to paths and playground areas. Pupils must never walk across the bus parks, car parks or the area on the north side of the building reserved for deliveries.

Pupils accessing the playfields at Wetlands must only do so under the instructions of staff.

Pupil car parking is not permitted.

### 4. Staff Access

All vehicular access to Bell Baxter is by the main Carslogie Road entrance. Parking is available in the main car park. Please note that a one way system through this car park is in operation at all times. The maximum speed for all vehicles in our school grounds is limited to 5mph to minimise the risk to pedestrians and especially our pupils who may take unexpected risks.

An overflow car park is available on the west side of the main entrance beyond the bus park. Care should be taken by drivers when going over the pedestrian crossing to enter or exit the overflow car park.

Vehicles must not be parked in any of the school playgrounds.

Disabled parking should be reserved at all times for those with disabled badges or internal short term authorisation passes. Staff organising after school meetings school refer to this in the information distributed to visitors.

Staff cars must not be parked in the delivery/loading area to the rear of the kitchens.

Staff who have to load/unload equipment are permitted to use the nearest point of access but must return their vehicle to the car park on completion. This should not be done during the school day and extreme care must be exercised if this involves driving through a designated playground.

Staff must park within the marked bays. No staff parking is allowed in the visitors' bays, bus bays or adjacent to double yellow road markings.

Extreme care should be exercised at all times but especially when buses are arriving or departing. Buses have right of way at all times.

## 5. Visitor Access

All vehicular access to school is by the main Carslogie Road entrance. Cars must be parked in our main car park and, if full, in the overspill car park.

Please observe the one way system in operation through the main car park.

Visitors on foot can access the grounds via the pedestrian entrances at the Drum Estate, Carslogie Road, West Park Road and Westfield Road.

All visitors on arrival must report to the Main Reception.

Visitors must park within marked bays. It is not permitted to park in the bus park.

At after school events and Parents' Evenings additional car parking might be made available in the south playground. Visitors can only access this area under the supervision of a member of staff.

## 6. Service Vehicles/Deliveries

Vehicular access to the kitchens is via the main car park.

All vehicles must observe the **speed limit of 5mph**.

All drivers must exercise extreme care while crossing the pedestrian area at Carslogie Road.

Delivery vehicles must park in the main car park and the driver should report to reception before loading or unloading any goods.

Vehicles are not allowed in the grounds between 8.15 & 8.45am, between 12.25pm and 1.15pm or between 3.30pm and 3.50pm (2.40pm and 3.00pm Monday, Tuesday & Friday). Barriers are in operation at these times.

## 7. School Buses

School buses access the school using the main entrance on Carslogie Road and **have priority over other vehicles.**

All buses must be parked in marked bays.

Pupils will board buses under the instruction of a member of staff and/or bus operator staff having displayed their bus passes.

Buses are only allowed to leave on the instruction of a member of staff.

The bus should be at a complete stop with the engine switched off before allowing pupils to board or alight from the bus.

Buses will leave at 3.45 pm (2.55pm Mon/Tue/Fri) under the direction of a Banksman. The Banksman will be a member of staff from the bus contractor (currently Moffat & Williamson). The Banksman will be in charge of the area behind the buses.

The Banksman duties include:

Directing buses from bus bays.

Halting or slowing vehicles from entering the bus park.

Stopping vehicles at the give way junction exiting the overflow carpark.

Assisting safe operation of the zebra crossing.

