

Kirkcaldy High School

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Site Traffic Management Plan

September 2022
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Introduction

This document has been prepared to inform and instruct employees, pupils, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Kirkcaldy High School takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school management team.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action.

Following a review of the usage of car park and surrounding area, physical changes have been implemented. This document takes account of these changes and refers to the new layout and access rules that will be completed by December 2012.

Copies of this document have been given to school staff, pupils, parents and carers. Copies are also available from reception and on the school website:

www.fife-education.org.uk/kirkcaldyhs

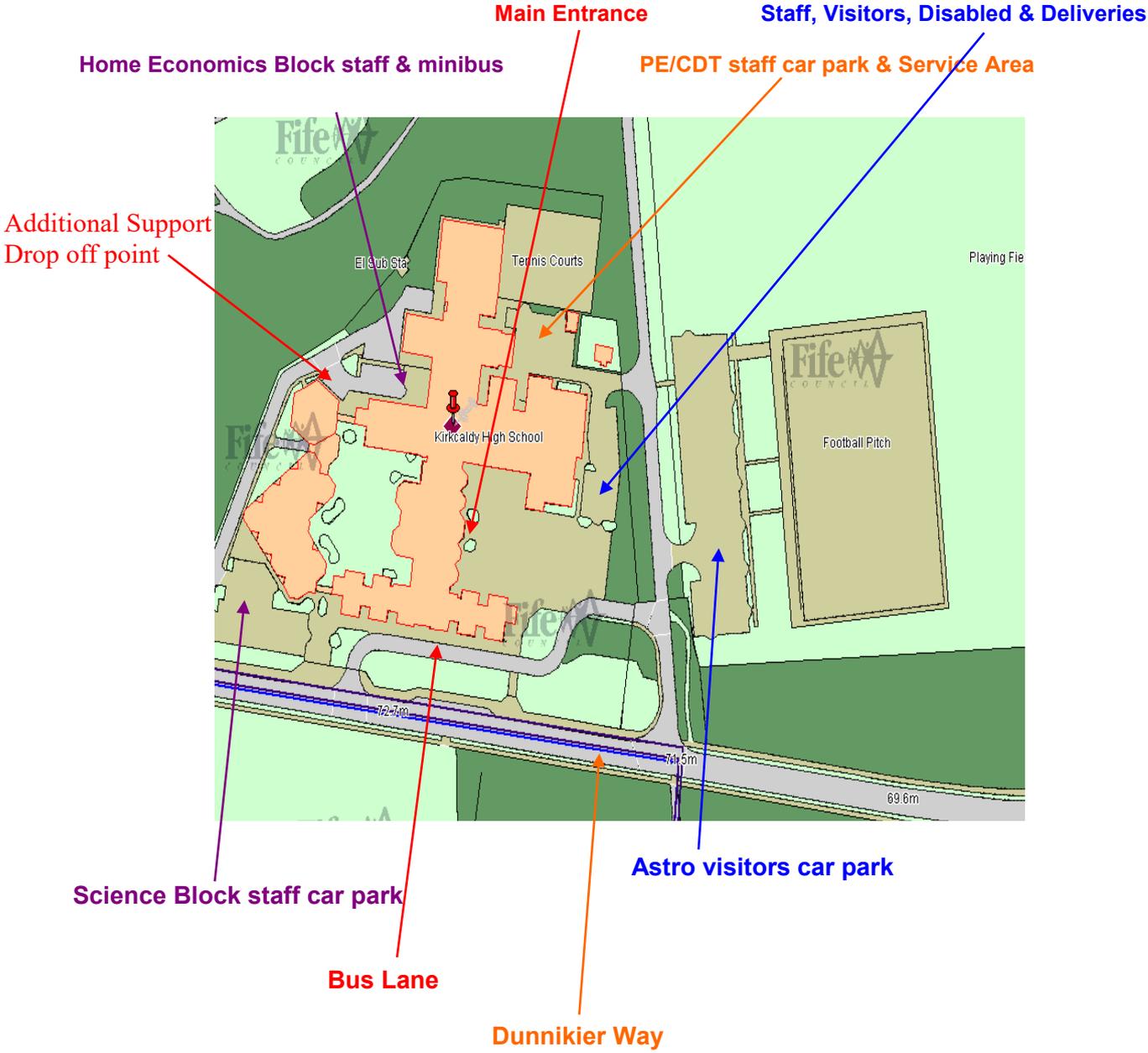
The document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

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School Layout / Access



Pedestrians

There is a pavement to the front of the school and pedestrians should make sure that they use this safely and avoid spilling onto the road. Pupils walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the school from the designated entry points. Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

Designated Entry Points

Pedestrians should follow the local footpaths along Dunnikier Way where there are 2 pedestrian entry points located at the front of the school. The vehicular access should not be used by pedestrians. Entry into the school building is through the main entrance.

Pupils

It is very important that pupils set a good example to others, particularly in the spirit of being a safe school. There are a number of site related areas pupils should be aware of:

- Pupils should be particularly aware that **entry into the school ground via vehicular access points (school car parks, bus park and the service area) is strictly forbidden**. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.
- Pupils found to be climbing over railings, not following staff instructions in relation to the site, or not adhering to the contents of this plan will be in breach of the site rules and may be subject to disciplinary action.
- Pupils must not walk on the bus lane at any time, unless dis/embarking the buses. Pupils must follow the instructions of staff and be aware of the following:
 - The bus must be at a complete stop before dis/embarking. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
 - Only use the paths identified around the bus lane. No one should cross the bus lane as a pedestrian to access the pavements on the perimeter of the school. To access the bus lane please use the footpaths.
 - Allow the staff/drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.
- There are no designated parking spaces for pupils' own vehicles. Pupils must seek permission of the Senior Management Team before parking a car in any of the car parks. Pupil parking is restricted to outwith the school grounds with the exception of disabled pupils.
- When using the footpaths – walk! This will avoid accidents and will make you more aware of what is happening around you.
- Pupils cycling to school must enter the grounds via the pavement from Dunnikier Way into the school grounds by the bus lane, cycle under the glass tunnel and

deposit their cycles in the bike cage. They should exit the school via this same route.

- If pupils are accessing the school before the school day, entry into the building is only permitted via the main entrance doors. Entry using any other door is not permitted as this would require you to cross the areas that are out of bounds.

Drop Off

There is no designated on-site drop off for pupils, however the car park next to the Astro turf can be used for this purpose. No vehicle should be accessing the car parks for this purpose, without express permission. It is not recommended that the side road off Dunnikier Way up to Dunnikier Hotel be used for pick-ups/drop offs. Pick-ups and drop-offs are not permitted in the bus lane at any time.

Staff

There are 3 car parks within the school grounds. 2 are strictly for the use by school staff and 1 for use by staff and visitors which includes 4 disabled bays. Drivers should proceed slowly within the car parks at all times. Please bear in mind that some young people and some pupils with additional support needs may have little or no awareness of road safety and you should take account of this.

Staff are expected to act responsibly on the site when parking and accessing the school building. If you are aware of unauthorised use of parking bays, this should be reported via the school receptionist or to the school's Business Manager who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with your registration number so that you can be contacted if there is a need to do so.

Dunnikier Way, Science Block staff car park

This car park is strictly for staff car parking. Staff can enter the building at Science/Maths doors using their key fob.

Dunnikier Way, Home Economics Block minibus space

This is where the school minibus is located. Please use the dedicated parking bay as marked. From this area staff and pupils can enter the school via the double red doors which lead onto Home Economics corridor or through the War Memorial entrance doors. Staff may also enter the school via the Science doors located in the playground at A Block. When entering/leaving, drivers should be aware that pedestrians may be crossing the science car park access road at Dunnikier Way.

PE/CDT staff car park & Service Area

This car park is used by a number of vehicles – staff and contractors. Staff can enter the building at CDT door, Music door, PE doors or use the main entrance using their key fob. Contractors should make their way over to the doors at the main entrance across the playground and gain access by pushing the buzzer.

Staff, Visitors, Disabled & Deliveries

This car park is used by a number of vehicles - staff, visitors and deliveries. Staff should enter the building by the main entrance using their key fob. Visitors/deliveries should make their way over to the doors at the main entrance across the playground and gain access by pushing the buzzer.

Visitors

Visitors are welcome to park in the school grounds, but should only use the car parks noted in section 5 and as illustrated in section 2. The car parks are often busy, however visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.

Parking is not permitted in the bus lane area at any time, even for the shortest visits.

Alternative off-street parking is available at the Astro visitors car park.

Access into the school is only permitted from the main entrance. Visitors need to press the security buzzer located at the double doors and wait for the doors to open. All visitors must report to reception and sign in before going anywhere in the school.

Visitors are required to leave a note of their registration number with staff. On departure, visitors should sign out at reception and leave the building by the main entrance door.

If visitors need any advice on access or parking before their visit, please call the school reception on 01592 583405.

Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk in the main building to advise the nature of their visit and get clarification on where they can park. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time. The school actively discourages deliveries between 08.30-09.00hrs, 10.20-10.50hrs, 12.55-13.55hrs and 15.15-15.45hrs when pupils are out of the building to reduce the likelihood of any accidents.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01592 583405 in advance to agree the most suitable parking location and time.

Bus Lane, Dunnikier Way

This area is strictly for use by contracted buses between **8.00 am – 9.00 am** and **3.00 pm – 4.00 pm**. It is essential that this area is not used for drop off point or parking during these times. Outwith these times contractors and delivery vehicles are permitted to use the bus lane, subject to obtaining permission from the school reception and notifying the staff of the registration number. **Contractors must remove vehicles by 3.00 pm to ensure that the area is clear for bus access.**

Service Area PE/CDT

The area that provides access to the kitchen and refuse collection is located at the PE/CDT car park area.

Drivers should be aware that they are working in a school environment - exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds.

School Buses

Buses that enter the site to collect mainstream pupils should only access the site from the bus lane off Dunnikier Way.

The Senior Management Team has designated the bus lane for sole use of the buses between **8.00am – 9.00am** and **3.00pm – 4.00pm**.

Three buses use the bus lane. Drivers enter the bus lane from Dunnikier Way and exit the school grounds using the slip road off Dunnikier Way.

The bus should be at a complete stop before allowing pupils to get on or off the bus with the engine switched off. Only when pupils are clear of the vicinity of the bus lane (am) or all on board (pm), should drivers exit the bus park following the agreed departure sequence.

Pupils are reminded about good conduct around the bus park in section 4 of this plan, however if there are any other concerns about how this site is being used, they should be raised via the staff supervisors during the afternoon pick up.

Contract Hire Services

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Transportation & Environmental Services as part of the terms of the contract. However, there are some specific comments to make in relation to the site at Kirkcaldy High.

Minibus and Taxis for mainstream pupils

These vehicles must use the PE/CDT car park following the route off Dunnikier Way, onto the slip road to the rear of the building for drop off and pick up. Only by agreement with the Senior Management Team, should the bus lane be used out with pupil collection and drop off times.

Minibus and Taxis for pupils with additional needs

These vehicles must use the drop off point at the rear of the science block, following the access road to the science car park off Dunnikier Way. Only transport organised for these pupils should use this access and drop off point.

Disabled Access

Pedestrian access is by the main front entrance. Both sets of doors are operated automatically, however they will not open until the buzzer is sounded.

Parking

There are 4 disabled bays in the PE/CDT car park located off Dunnikier Way, down the slip road. These spaces are clearly marked out on the road surface and with signs. Access to the disabled parking bays is by following the same one way system as indicated on the diagram above.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01592 583405.

Outwith the School Grounds

The school accepts that parking near the school is not easy. Dunnikier Way is a main thoroughfare and in constant use during the day. Parents/Carers are encouraged not to park near the school and allow their children to walk the remaining distance if they drop them off further away. However, pupils should be reminded to walk the perimeter of the site and only enter by the dedicated pedestrian access points on Dunnikier Way.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways and parking near junctions causes danger to pupils and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and delays to services and ongoing journeys.

Please act responsibly by parking as far away from the school as possible to keep the pupils at Kirkcaldy High School, local residents and other road users safe.

Management Practices

Key to the ongoing monitoring of the plan is the role of school managers and other staff. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

Supervision

The Senior Management Team will arrange for daily supervision around the bus lane and the pedestrian areas at the end of the school day. Janitorial staff will be providing limited monitoring of the vehicular access to car parks. High visibility waistcoats will be worn when carrying out this duty.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, Senior Management Team will carry out weekly site inspections to view practices. Only noncompliance issues will be recorded on the '**site monitoring form**' (see appendix A).

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the school Business Manager. The Senior Management will be responsible addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

Non-compliance

If there are concerns or incidents that constitute non-compliance these will be recorded on the form by those monitoring the site and appropriate action will be taken. This includes possible disciplinary action and reports going to Contractor or Service management which may result in investigative action. On days where there is no monitoring carried out and there is an instance of non-compliance, these should be escalated immediately to the Senior Management Team who will make a record on the form and take appropriate action.

