

## **Ealing Independent College**

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### **Vehicle Movement on Site Policy**

Created:	July 2017
Reviewed:	July 2021
Date of next review:	July 2022
Responsibility for review:	Education Board

This policy will also be reviewed following an incident or near miss involving onsite vehicle movement.

**Contents**

Vehicle Movement on Site Policy	3
SECTION 1: Procedures	3
SECTION 2: Considerations and Risk Assessment	5
Legal Requirements and Education Standards	5

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## **Vehicle Movement on Site Policy**

### **SECTION 1: Procedures**

#### **1. Scope**

This guidance applies to all vehicle movements undertaken on school premises.

#### **2. Objectives**

The school seeks to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner, that vehicles and traffic routes are separated wherever possible and that traffic routes are suitably signed and controlled.

#### **3. Responsibility**

The SMT has responsibility for the implementation of this policy with support from the Office Manager as appropriate. The following areas will be addressed:

- Vehicles on site
- Parking and deliveries
- Access control and security

Checklists in Section 2 cover design and layout, reversing, risk control and specific issues, and are used to develop and review procedures and undertake risk assessments. The school ensures that signage is in place to designate speed limits, access areas, prohibited areas, one-way systems and parking facilities.

Parking arrangements are specified for staff, visitors, parents, those who are disabled and contractors. Additional information will be provided as appropriate in relation to special events.

#### **Deliveries**

Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Deliveries should be arranged in advance wherever possible. Where it is essential that a delivery takes place during the normal working day, drivers will be required to seek permission to drive onto the school premises. Their arrival and departure will be supervised by a member of administration staff, as appropriate, and parking will be permitted only in designated areas. See also notes below about reversing.

#### **Refuse and Recycling Collections**

Collection of refuse and recycling takes place without the need for a vehicle to be brought on site.

### **School vehicles and hired vehicles for trips, fixtures and other school events**

Any hired vehicles arrive and leave the premises at agreed times. When moving on site at times when pupils are in school, school vehicles will progress with hazard lights switched on. The trip leader/teacher in charge will designate a member(s) of staff to supervise pupils prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location prior to boarding and move away safely from vehicles after disembarking.

### **Parents bringing vehicles on site**

Parents' vehicles are allowed on site only in exceptional circumstances (eg collecting a sick child or the delivery or collection of heavy or bulky items. In such circumstances, permission must be obtained from the school office/Principal. During school hours, including immediately before or after school, vehicle movement must be supervised and must proceed with caution, observing speed limits and directional signage. Vehicles may be parked only in designated or specifically agreed areas.

### **Pupils bringing vehicles on site**

- parking at the school is limited; pupils may be given permission to bring a vehicle onto the school site if they live over 10 miles from the school
- In order to be granted permission to bring a vehicle on site, pupils will be required to sign the school's vehicle contract form and to provide evidence of their driving licence, insurance and parental consent. Pupils must inform the school immediately if they receive any driving convictions; this may result in consent to bring a vehicle on site being withdrawn
- pupils with consent to bring a vehicle on site are allowed to transport siblings to and from school with written parental consent. However, they are not allowed to transport other pupils, except with the written consent of the parents of both families.
- pupils must park in the designated area and are not to use their vehicles during the school day except with specific consent from a member of SLT.
- consent to bring a vehicle on site may be withdrawn if the school has any concerns about safety and security

### **Staff bringing vehicles on site.**

- Staff should proceed with caution when entering and exiting the car park and observe the speed limit of 5mph.
- All vehicles must park in one of the allocated spaces. (One should be left clear for disabled parking as marked).

### **Cyclists**

- Cyclists should dismount at the entrance to the school and walk with their bicycle to the cycle rack at the south of the building
- Similarly, on exit, cyclists should walk with their bicycle from the cycle rack to the pedestrian entrance.