



Vehicle Movement on Site Policy

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Date of next review: August 2027

Responsibility for review: Education Board

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

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Ealing Independent College

Vehicle Movement on Site Policy

Note to schools: In relation to vehicle movement, each school's circumstances are different. This document provides a framework identifying the areas which need to be covered and enabling the school to personalise as required. Regulation and compliance checks have identified that several schools have procedures for onsite vehicle movement, but that these are not written down. This document provides the means to set out such procedures in writing.

Note that SECTION 2 is not part of the policy, but is a set of prompts to assist in the personalising of SECTION 1 and any associated risk assessment. Schools should draw on Section 2 to assist in personalising section 1 and creating a risk assessment.

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 Site Manager as appropriate. The following areas will be addressed:

- Vehicles on site
- Parking and deliveries
- Access control and security
- School travel plan

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. The Head or School Manager will be responsible for liaison with the police, highway authority, insurer/security advisers etc with regard to the School Travel Plan.

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 the site manager or a member of administration, as appropriate, and parking will be permitted only in designated areas. See also notes 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

School buses and 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/headteacher. 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

- pupils are not permitted to bring vehicles onto the school site

Staff bringing vehicles on site.

At times when pupils are on site, staff must act with care and caution in following these guidelines. Staff should proceed with caution when entering and exiting the car park and observe the speed limit of 5mph. Staff may park only in the designated areas (one should be left clear for disabled parking as marked).

SECTION 2: Considerations and Risk Assessment

The three sections below should be used by schools as a checklist in order to

- a. Refine section 1, above, to provide clearer procedures
- b. Undertake annual review of the policy
- c. Conduct risk assessments in relation to the activities covered by this policy.

1. Design and Layout

- Are the traffic routes wide enough for the movement of vehicles?
- Has consideration been given to the need for vehicles to pass each other?
- Can you use a one-way system?
- Does the layout allow safe movement of pedestrians close to vehicles?
- Are pedestrian walkways and waiting areas protected by physical barriers?
- Are storage tanks and sources of power, which are close to traffic routes, protected against impact?

2. Reversing

- Are arrangements in place for dealing with reversing vehicles?
- Are pedestrians separated from reversing activities?
- Have designated individuals been trained to assist with reversing activities where appropriate?
- Do such individuals have high visibility clothing?
- Have vehicle drivers been informed to stop if they lose sight of the reversing assistant?

3. Risk control

- Do staff in charge of supervising vehicle movement and pupils boarding and disembarking wear high visibility clothing?
- Can arrangements be made for vehicles to be parked off-site?
- Can you provide separate pedestrian access?
- Can you organise buses to be loaded/off-loaded so that reversing is not required?
- Can you arrange deliveries/contractors activities so that they do not coincide with school start/finish times and breaks during the day?
- Can you improve on-site lighting?
- Have you communicated traffic arrangements to pupils and parents?
- Can drop-off zones be provided for parents?
- Can you enforce speed restrictions on site?
- Can you provide increased supervision during peak vehicle/pedestrian movement times?

Legal Requirements and Education Standards

References:

- A. Handbook for the Inspection of Schools – The Regulatory Requirements, Part 3 (<http://www.isi.net>)
- B. Health and Safety Executive, homepage workplace transport (www.hse.gov.uk)
- C. “Guidelines for Environmental design in Schools” DfE Guidance 2003