

Glendowie School Policy

VEHICLE ACCESS TO SCHOOL GROUNDS



Policy

This Policy is to be read in conjunction with the Health and Safety at Work Act 2015 and the Land Transport Act 1998 together with the Ministry of Education (Reprint as at 1 April 2021) National Administration Guidelines NAG 5 and the school's Health and Safety Policy.

Purpose

The Board of Trustees (**BoT**) is required to provide a safe physical environment for all students and to comply in full with any legislation to ensure the safety of students and staff. In addition, the BoT is required to take all practicable steps to ensure the safety of families and visitors to our school.

This policy has been implemented to deal with the specific risk arising from the use of vehicles within the school grounds when the school is open for instruction.

Guidelines

Vehicles, as defined by the Land Transport Act 1998, shall not be permitted onto or be used anywhere in the school grounds at times when pedestrian traffic is high as determined by the BoT (High Pedestrian Traffic Periods).

The BoT has determined that at any time the school is open for instruction, the following periods are **High Pedestrian Traffic Periods**:


- Between 8.30am and 9.15am
- Between 10.25am and 10.55am
- Between 12.25pm and 1.30pm
- Between 2.30pm and 3.15pm

- At any time outside of these periods all vehicles must be escorted by a member of staff (delegated by Management) onto, and whilst moving on, the school grounds.
- At all times, while on the school grounds, escorted vehicles must be operated lawfully, considerately, in a responsible, safe manner and travel no faster than surrounding pedestrians. When entering the grounds vehicles need to have their lights and hazard lights on to make the vehicle more visible.
- It is the responsibility of the vehicle operator to make suitable arrangements with the school to be escorted. This includes giving the school a reasonable period of notice in advance of the required escort.
- Where a vehicle is permitted to enter onto or park within the school grounds, this is at the sole risk of the vehicle operator. The school will not accept any liability for loss or damage to vehicles including any theft from the vehicle.
- Vehicles are defined by unders.2(1) of the Land Transport Act.
- Where space permits, the school provides on-site parking for school staff together with parking provisions for disabled persons and visitors.
- The BoT reserves the right to require the immediate removal of any vehicle that is operated in a manner that does not comply with the requirements of this policy. The BoT has delegated its authority in this specific matter to the School Principal which may be delegated to the Management team in the absence of the Principal.

- Where a vehicle operator repeatedly fails or refuses to comply with this policy then the BoT will seek any necessary advice and take such action as the BoT considers appropriate in the circumstances. This may include enforcing the policy, restricting or excluding access to the school grounds.

Exemptions

- The BoT has conferred on the School Management Team the discretionary right to waive the requirements of this policy in the event that emergency services vehicles (or any other vehicle in the event of an emergency) require access to the school grounds.
- The requirements of this policy may also be waived to allow temporary access for building and other contractors if the BoT is satisfied that sufficient measures are put in place to ensure safe access to and egress from the school grounds and that any vehicles are sufficiently segregated from students and staff whilst being operated on the school grounds.
- Nothing in this section is intended to waive the requirement that while on the school grounds, vehicles must be operated lawfully, considerately and in a safe manner.

Approved:	Board of Trustees Meeting
<u> 25/03/2018 </u>	
Signature of Chairperson :	_____  _____
	____/____/____
Reviewed: 10 / 08 / 2021	