



# Vehicle Movement and Parking on Site Policy

## Scope

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

## Objectives

The school aims to ensure that the site is organised to facilitate safe and effective circulation of pedestrians and vehicles. The policy will detail how the mini bus and taxis manoeuvring will be managed, and how traffic routes will be appropriately signed and controlled.

## Responsibility

The school Senior Leadership Team is responsible for implementing this policy, with support from the Trust Operations Business Manager as needed.

Parking arrangements are specified for staff, visitors, parents, individuals with disabilities, and contractors. Further information will be provided as appropriate in relation to special events.

## Considerations and Risk Assessment: Appendix A.

This appendix covers risk control and specific issues, and is used to develop and review procedures and conduct risk assessments. The school ensures that markings are in place to designate parking areas, access areas, one-way systems and parking facilities.

## Location of car park

The school has a combined entrance and exit off Vattingstone Lane (B4661). The layout of the site, including parking areas with clear markings and signage, is illustrated in Appendix B.

## Staff, contractor and visitor parking

During times when pupils are on site staff, contractors and visitors must exercise care and follow these guidelines. Parking is restricted to designated areas only. All individuals must exercise due care and attention when driving and manoeuvring in the car park. If practical, vehicles should be reversed into parking spaces.

## Disabled Bays

Disabled bays are reserved for registered badge holders only. Parking on designated walkways or within boxed lined markings is strictly prohibited

## Drop off Zones

There are seven designated mini bus drop off zones, each clearly marked with 'MINI BUS DROP OFF' and five taxi drop zones, clearly marked 'TAXI DROP OFF', and these are shown in Appendix B. These zones must not be blocked by parked vehicles. The mini bus drop off zones are designed to enable the free flow of traffic, and should enable vehicles to drive into each designated space and not reverse in, as shown in Appendix C: Swept path analysis minibus used.

## Deliveries

Wherever possible, deliveries are scheduled to occur when pupils are not arriving or leaving site, such as before the start or end of the school day. Deliveries should be arranged in advance wherever possible. If a delivery occurs during the normal working day, the driver will be supervised by the site manager or a

member of administration or catering staff, and parking will be allowed only in designated areas.

### **School minibuses for transportation to and from home:**

School buses and taxis arrive and leave the premises at agreed times. Staff are present during the arrival and departure of the buses and taxis, and ensure the safety of pupils and their separation from vehicles. Pupils will wait with staff in designated areas away from transport movement prior to boarding and will be guided to move away safely from transport after disembarking.

### **Use of school minibuses**

All use of a school minibus must be arranged via the school office. This will include the departure and return times of the vehicle so that suitable arrangement can be made with regard to the overlapping with any other vehicle movements.

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 and carers bringing vehicles on site**

Parents are able to bring their vehicles on site when dropping off or collecting their children at set times of day and these will be made clear in communications to parents. Parents may park only in the designated areas and, if using the "drop off" bays. Parents should move on promptly and not use the bay as a parking space. Directional signage must be observed. Staff will ensure that pupils leaving their parents' cars will move quickly and safely away from the vicinity of vehicles. At collection times, pupils will wait under the direction of a member of staff in a designated area, and cross from there to their parent's vehicle on arrival when directed by the member of duty staff.

### **Grounds Maintenance Contractors Vehicles**

The school will have a contract for maintenance of the ground and vehicles including ride-on mowers for cutting of grass. Use of these vehicles will be avoided during the pickup / drop off times as detailed above. The contractors will arrive and leave the premises at times agreed with the school.

### **Pedestrians**

Pedestrians entering the school site must use the allocated pedestrian route as marked on Appendix B. Pedestrians are to keep to the pathway and not walk across the car park.

### **Pedal Cycles**

Parking for cycles will be provided in a designated safe and suitable place. The area will be covered, well lit, and racks provided. Cyclists must dismount from their bicycles when entering the school site and keep to the pathways. They are not to cross the car park within the school site.

### **Policy Communication**

This policy will be shared with staff, contractors, visitors, parents/carers, and other organisations and individuals who regularly use the site. Each Local Authority Transport Services who provide minibuses and taxis for transporting pupils to and from school will be issued with this policy to share with all transport providers. The policy will be published on the school website.

### **Policy Review**

The school Senior Leadership Team will review this policy every two years, or following an incident or near miss involving onsite vehicle movement.

Actions from the School Travel Plan will be considered in updated the policy.

Review date: September 2026

## **Appendix A: Considerations and Risk Assessment**

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

- Provide clearer procedures
- Undertake annual review of the policy
- 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?

### **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 supervising vehicle movement and pupils boarding and disembarking wear high visibility clothing?
- 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?
- Have you communicated traffic arrangements to pupils and parents?
- Can you provide increased supervision during peak vehicle/pedestrian movement times?

Appendix B: Map of Manoeuvring of Vehicles, Site Parking and Signage



Appendix C: Swept path analysis minibus used

