



Traffic Management Plan

Oakey State High School

This traffic management plan communicates how hazards associated with pedestrian/vehicle and vehicle/vehicle interactions are managed across the workplace in order to minimise the risk of harm to people, property, the environment and the workplace's reputation.

School/workplace address: 1 Campbell St, Oakey QLD 4401

Person(s) completing traffic management plan: Corinne Parker

Date of Plan: 10/11/2025

Persons consulted in the development of this plan:

Name	Role
Daniel Keenan	Principal
Corinne Parker	Health & Safety Advisor
Petrina Pearce	Business Manager
Murray Choat	Senior Health & Safety Consultant - DDSW

Ratified at HSW Committee/Forum- meeting date: 2/12/2025

Endorsed by Principal/Manager: Daniel Keenan **Signature:** 

Workplace contact for traffic management issues: Daniel Keenan

Date plan shared with workplace/school community: 21/01/2026

Date of scheduled annual* review: 2/11/2026

Last reviewed: 10/11/2025

*The plan may be reviewed more frequently when changes occur at the workplace that impact the plan, an incident occurs, routine inspections identify hazards and/or if incidents have occurred within the traffic management scope. Use the plan to inform your annual safety assessment responses. Retain a copy of your TMP with local policies and procedures and make the TMP available to staff/school community e.g. via HSW noticeboard/staff SharePoint or website.

Responsibilities

Site description

Traffic management communication

Traffic management measures

Taxi and ride share zones

Active travel

Oakey State High School encourages students and staff to walk, ride or scoot to school or to catch public transport. Locations for public transport drop off/pick-ups (bus stops) are marked on the site map, as are bike and scooter racks where students can park their rideables. Common cycle and walking routes are also noted.

Students are encouraged, where possible, to travel to and from school by bus or other means of public transport. This helps to reduce traffic congestion at the school's gates. Scifleet Buses service Oakey State High School and can be contacted on 0407 286 213 or scifleetbuses@bigpond.com.

To support road safety awareness, the school/workplace participates in the following road safety programs:

- RACQ Driver IQ Learner Program

Active travel is also supported by crossings guards at: Campbell Street

Pedestrian crossings/Crossing roads

Staff, students, parents and carers are asked to cross roads at designated crossing points.

When crossing at the **pedestrian crossing**, only commence crossing the road when directed by the crossing supervisor if one is on duty. If as supervisor is not on duty, cross when it is safe, ensuring all traffic has stopped.

Bus zones

Bus zones	Bus zones are reserved for school and commuter bus services only. They are clearly signed with no stopping zone signage. Motorists who unlawfully park in these spaces may be reported to Council's Parking Compliance team and/or the Queensland Police Service.	
	Bus zones are located at:	• Campbell Street
	Bus zones are used for:	• Public school buses • School-owned buses • Bus charters
	The following bus routes service Oakey State High School	• Goombungee/Kulpi S119 • Goombungee/Bodua S435 • Quinalow S24 • Biddeston 698 • Jondaryan P1526 • Kingsthorpe • Devon Park P185

Personal travel and mobility devices

The following safety features are in place to ensure that bicycles, foot scooters, and skateboards etc. entering the workplace is undertaken in a safe manner. Bicycle and scooter rack locations are shown on the site map:

- All travellers must dismount from their device at the site entrance and push or carry it to its designated storage location.

Personal mobility devices	Student bicycles, foot scooters, larger personal mobility devices and protective equipment are to be parked/stored securely at:	• Bike racks outside of the Hex Hall
	Smaller student personal travel devices (e.g. skateboards) and protective equipment are to be stored securely at/in:	• Student Services (the Hub)
	Charging of e-devices at school/work	Is NOT permitted
	Other considerations or risk controls to manage personal travel devices include	• Students must use locks for their bikes/scooters to ensure items are not stolen. The school is not liable for any of these items, so students bring them at their own risk.

Motorised mobility devices

A motorised mobility device is a motorised wheelchair or a mobility scooter. The following safety features are in place to ensure that use of motorised mobility devices is undertaken in a safe manner:

- Persons using or controlling motorised mobility devices are to comply with any road rules and safety behaviour that applies to pedestrians.
- Travel ways and pathways are clear and accessible.
- Student IEPs address device support requirements.

Pedestrian access

Pe	Designated pedestrian crossings are located at	• Campbell Street
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	Crossings are supervised at the following times	• 3:00 – 3:10pm
	Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE)	N/A Staff walk out into crossing to ensure vehicles are stopped before students signalled to cross.
	Pedestrian access into the site occurs via:	• South main administration carpark gate • Central main gate (near Hex Hall) • North pedestrian gate (near C block)
	Pedestrian walkways are:	• Separated from roadways by kerbing
Speed control	Speed restriction signage is clearly displayed for the pick/up drop off zone:	• Along Campbell Street – school zone speed limit signs on approach to the school from the North and South.
	Speed controlling devices are in place to restrict vehicle speed:	• N/A
Local hazard	Other pick up/drop of point considerations or risk controls include:	• Road traffic flow impeded by vehicles picking up or dropping off students • Campbell Street is a main road, which often accommodates large transport vehicles, including cattle trucks.

On site traffic

The following arrangements are in place to ensure on-site traffic safety. This includes site-owned buses and vehicles, mobile plant such as tractors, ride on mowers, golf carts etc. that are required to move around the worksite. It also includes all contractor, construction and service vehicles:

Vehicle entrances	Vehicle entrances are located at:	• Campbell St: North end near the Barn, South end near main administration building, centre near tuckshop/hall. • David St: access to the TTC • North and South entrances off Campbell St are the main site vehicle access points and: • are open during school hours • is a pedestrian free zone • Remaining access points are kept locked unless for deliveries and emergency vehicle access. Access is arranged by contacting school administration on 07 4691 4100.
Speed control	On site speed limits for all vehicle types are set at (10 km/hr) with clearly displayed signage located at:	• N/A – no signage. • Shared carpark spaces in QLD have a speed limit of 10km/h.
	Speed controlling devices are in place to restrict vehicle speed on site	• N/A
Pedestrian restrictions	Pedestrians are not permitted in:	• Staff and visitor carparks unless escorted by a parent/adult • Vehicle site access points • Grounds and maintenance work areas/sheds
Vehicle restricti	Specific vehicle exclusion zones with clearly displayed signage (when relevant) are located at:	• N/A

	Specific restrictions apply for:	No specific restrictions apply, however, mowing is completed after school hours and moving vehicles are limited at break times.
Construction work	Principal contractors/contractors/sub-contractors are required to	- have their own traffic management plans when operating on site e.g. during construction. - supply a copy to the Principal/delegated officer. - ensure construction site vehicle and pedestrian entry and exit gates are closed at all times. - place appropriate warning signage to support pedestrian safety immediately around the construction site.
Local hazard	Other considerations or risk controls to manage vehicles on site:	Some internal roadways are of insufficient width to allow for cars going in both directions to pass each other safely

Parking arrangements

The school offers the following parking options. Car parking areas are clearly designated with marked parking bays and signage and are noted on the site map.

- Long-term parking options in streets surrounding the school
 - Long-term all-day parking is available on Campbell St. Parking is also available in other residential streets within a short walk from the school.
 - Motorists are reminded to obey Council parking signs and Clearway conditions that may apply, and not park across resident's driveways, pedestrian crossings or intersections.
 - Motorists who park in an unlawful manner may be reported to/or receive infringement notices from Toowoomba Council and/or the Queensland Police Service.
- Shorter-term parking areas

- Parents and carers are only permitted to stop for a short time to attend to school business or pick up students.
- If parks are not available, motorists must leave the zone and re-enter later.
- Staff parking areas
 - Staff parking is available within the school grounds. Parents and carers are not permitted to pick up or set down students within the car park unless authorised by the school.
- Ad hoc/unsealed student parking is shown on the site map and includes specific hazards that require persons parking to be aware of and actively manage e.g. potential to become bogged, uneven/slippery ground that poses slip trip fall hazards, may be accessed by unsupervised students (specified out of bounds area during school hours), may be impacted by falling limbs, bird/bat faecal material. Students must have completed Student Driver Agreement and Consent before driving and parking on school grounds. Specific controls are described in the table below.
- Disability parking spaces are described below and shown on the site map
- Parking areas for special events (e.g. fetes) is identified as part of event planning and communication
- Deliveries
 - Please contact the school's administration to arrange deliveries.

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking:

- Unescorted students are not permitted in employee, services, disability or visitor car parks
- Pedestrians are required to use footpaths provided

General	Car park speed limits for all vehicle types are set at:	● 10 km/hr (standard speed for shared car parks as set by the QLD government)
	Carparks are:	● Main administration carpark is sufficiently lit, with adequate lighting on adjacent pathways ● North carpark is not well lit, therefore staff who arrive early (i.e. cleaners) are required to park in the main administration carpark. ● Offer accessible, barrier free access points

	Signage for the location of Administration/Main Office	Is clearly visible from the Main Administration car park on Campbell St.
Employees	Employee parking:	- There are approx. 80 parking spaces allocated for employees - Parking areas are located at: - North carpark off Campbell St - South carpark off Campbell St
Visitors	Parent/visitor parking:	- There are no specific car parks allocated for visitors - Parking areas are located at: - North carpark off Campbell St - South carpark off Campbell St
Disability	Disability parking:	- There are 3 spaces allocated for disability parking - Disability parking areas are located at: - North carpark off Campbell St (near Multipurpose Hall) - Signage for disability parking is located at - North carpark off Campbell St (near Multipurpose Hall)
Students	Student parking	- On site student parking is not permitted - Students park in an undesignated carpark on the corner of Campbell St and Aubigny Rd.

Local hazard mgt	Local considerations to manage safe parking arrangements include:	• Suitable surfaces for parking (carpark surfaces maintained) • Pedestrian only pathways • Clear lines of sight – e.g., maintain low vegetation growth, trim trees • Carpark lines are repainted regularly
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Regular deliveries, services and workplace activities

A risk assessment with site map has been completed and is available for:

- ☒ regular deliveries
- ☒ rubbish collection
- ☒ use of mobile plant on site by employees e.g. golf carts, tractors, mowers and trailers etc.

Trades and deliveries	On first service to the school/workplace, please contact administration on (07) 4691 4100 to arrange deliveries and/or parking. Regular service providers (e.g. QBuild, tradespersons, couriers) are briefed on traffic management requirements and expected driving behaviours on site at sign in.	
	Trade and delivery parking is located at:	• North and South carparks off Campbell St – no designated spaces.
	Designated courier and/or delivery drop off points are located at:	• North and South carparks off Campbell St – no designated spaces.
	Courier and/or delivery drop off points are prohibited areas for pedestrians and clearly marked by:	• N/A • Not marked, but all deliveries must go via Main Administration carpark.

Rubbish collection	Additional controls to manage courier/delivery vehicles onsite include:	• Delivery can sometimes occur via the middle gate on Campbell St, however this is only before and after school, or during times when students are in class and play areas are unoccupied.
	Waste collection times are scheduled for:	• Main school – once a week on Friday at approx. 10am • Trade Training Centre – once every second week on Monday.
	Garbage trucks enter the site via:	• North and South carparks off Campbell St
	Designated garbage collection points are located at	• North and South carparks off Campbell St • Pedestrian access at these locations is not permitted
	Garbage collection points are clearly marked by:	• Lines on roadway/concrete
	Other considerations or risk controls to manage garbage collection vehicles on site:	• Reduced frequency of collection or after 'normal hours' collection
Emergency vehicles	Emergency vehicles enter the workplace via:	• Gates on Campbell St – the gate used depends on the location of the incident.
	Emergency vehicle on site transit	• Emergency vehicles are met by a staff member who directs/guides them to the relevant location.

Special events

Traffic control requirements for special events vary e.g. fetes, open days, community hire, professional development venue etc.

- Specific traffic management measures for each event are determined through a documented risk assessment process. The assessment considers learnings from previous special events and provides a unique traffic management plan for the event.

The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Additional car parking for special events is communicated to attendees via event communication e.g. school newsletter, parental consent letter/emails, ticketing information. Appropriate numbers of traffic controllers are in place for all special events to restrict/direct traffic to and from the workplace.
- Additional car parking areas are clearly designated with marked parking bays (or guidance (e.g. bunting) and signage displayed.
- All amusement devices have barriers around them.
- Pedestrians are excluded from areas where vehicles/mobile plant is used during event bump in/bump out.
- Walkways and crossings are clearly identified with signage/bunting
- Crowd control, movement and safety is considered during event planning.
- Traffic controllers are required to wear high vis vests
- Emergency service access and evacuation points are noted on venue plan
- Effective monitoring of and response to traffic management occurs throughout the event.

Emergency management

In an emergency situation, traffic management controls are implemented by the Principal/Deputy Principal and/or the emergency management team. This includes:

- Direction of emergency vehicles onsite by delegated person
- Evacuation wardens guiding pedestrians to assembly areas
- Delegated persons controlling traffic or restricting access to the site

Site map showing traffic management layout





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|----------------------|-----------------------|--------------------------|
| ★ Entry gates | ⚠ Pedestrian crossing | ○ Stored plant/machinery |
| □ Carparks | ♿ Disabled carparking | |
| ➡ Internal roads | ← Deliveries | |
| ✕ Bike/scooter racks | ▲ Rubbish collection | |
| ○ Bus zone | | |

Traffic management action plan

Date raised	Description	Agreed action	Action Officer	Status
Term 1, 2025	Concerns raised over pedestrians using staff carparks to enter and exit school grounds	School to provide information regarding dangers of using carparks as walkways via newsletter/assembly. Reiterated that these are not pedestrian spaces.	Deputy Principal	Completed
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