

# Traffic Management Plan (TMP)

## Traralgon College Grey Street Campus

The **Workplace Manager** and/or **Management OHS Nominee** are to develop a Traffic Management Plan (TMP) by considering the traffic management issues that are unique to their school/workplace in consultation with the HSR and employees. Reference should be made to the *Traffic Management Procedure* for assistance in completing the TMP.

### Traffic Management Plan:

<b>School/Workplace:</b>	Traralgon College Grey Street Campus
<b>Workplace Manager/Management OHS Nominee:</b>	Fiona Milkins
<b>Health and Safety Representative:</b>	Michael Thompson
<b>Person completing TMP:</b>	Simone Wallace
<b>Date of Plan:</b>	April 2026
<b>Date of Plan Review:</b>	April 2027

### Pick up and drop off points for students (e.g. private vehicles, buses etc.):

The following safety features are in place to ensure that the picking up or dropping off of students is undertaken in a safe manner:

- Entry and exit signage to the school/workplace is located at:
  - Bus and Staff Carpark entrance (Gilmour Street) - "Buses and Authorised Vehicles Only"
  - Front of College.
- Designated pick up and drop off areas for students are located at:
  - Grey Street service road.
- Pick up and drop off areas for students are clearly marked by:
  - Yellow line markings and signage - "Drop Off Pick Up"
- Designated pedestrian crossings are:
  - 151 Grey Street and 215 Grey Street.
  - Supervised at the following times: 8:00am to 9:00am and 2:45pm to 3:45pm.
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE) and is managed by the Latrobe council:
  - Handheld stop sign
  - Children Crossing flags
  - High Visibility jacket
- Pedestrian walkways are physically protected from designated roadways by:
  - Grey Street – Service Road with nature strip.
  - Bus Exchange – Line marking around curb and fencing
- Pedestrian walkways are clearly marked/indicated by:
  - Line marking within Bus Exchange.
- Speed restriction signage is clearly displayed in the workplace at the following locations:
  - Speed restriction signage is clearly displayed on roadways around the College, on the Grey Street service road, and the Bus Exchange. Within the school grounds the limit is 5 km/hr.
- Speed controlling devices are in place to restrict vehicle speed on site:
  - Speed humps are located on the Grey Street service road at the front of Campus.
- Other considerations or risk controls that need to be documented?
  - The parking within the Bus Exchange area is for Staff only to mitigate traffic risks to students during Bus traffic times. Signage is located at the entry to the Bus Exchange (10km/hr), on parking bays and marked on roadway.

### Courier and/or delivery drop off points

The following safety features are in place to ensure that deliveries of various items to the workplace are undertaken in a safe manner:

- Designated courier and/or delivery drop off points are located at:
  - Grey Street Service Road.
- Courier and/or delivery drop off points are clearly marked by:
  - "Drop Off Pick Up"
- Worksite speed limits are set at (10 km/hr) within the Bus Exchange with clearly displayed signage located at:
  - Entry of Bus Exchange.
- Worksite speed limits are set at 5 km/hr within the school grounds
- Speed controlling devices are in place to restrict vehicle speed on site:
  - NA.
- Other considerations that may need to be documented?
  - Large truck deliveries not to be arranged during the following of high vehicle traffic periods:
    - Drop off: **8:40am – 9:00am**
    - Pick up: **3:10pm – 3:45pm**

### Safe passage of vehicles in (Traralgon College) *(large vehicles, buses, 4WD, mobile plant etc.)*

The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, forklifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around Traralgon Collage during the following time periods of peak pedestrian traffic:
  - Drop off: **8:40am – 9:00am**
  - Recess: **11:00am – 11:40am**
  - Lunch: **1:35pm – 2:15pm**
  - Pick up: **3:10pm – 3:45pm**
  - Whilst students are moving between classes.
  - Within areas where students are in the schoolyard.
- Prior to entering Traralgon Collage grounds, drivers of large vehicles must report to the Main Administration Office to arrange for a member of staff (usually Grounds and Maintenance staff) to act as a "spotter" to supervise vehicle movement whilst on site.
- Worksite speed limits are set at 5 km/hr within school grounds.
- All plant and equipment must be in good repair, regularly maintained and checked in accordance with relevant legislation. Contractors must be appropriately trained and licenced in equipment's safe use, provide a SWMS and utilise required PPE. Licence details must be provided via the contractor management system.

### Parking arrangements

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

- There are 29 car parks available for staff only, 55 car parks available for staff and visitors.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
  - Grey Street service road at front of the Grey Street Campus
  - Staff only car park at rear of the Grey Street Campus within the Bus Exchange.
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
  - Staff car park at rear of the Grey Street Campus outside the Bus Exchange.
- Other considerations or risk controls:

- The Bus Exchange is for one way traffic only, arrows painted on roadway to indicate direction of flow.
- Entry and Exit signage at Bus Exchange.
- Signage to indicate parking within Bus Exchange is for staff only, including sign at entry of Bus Exchange, "Staff Parking Only" marked on roadway at parking areas.
- No parent parking, student pick-up or drop off within Bus Exchange to be communicated to parents annually.

#### **Special Events** (e.g. Fetes, Sporting Events etc.)

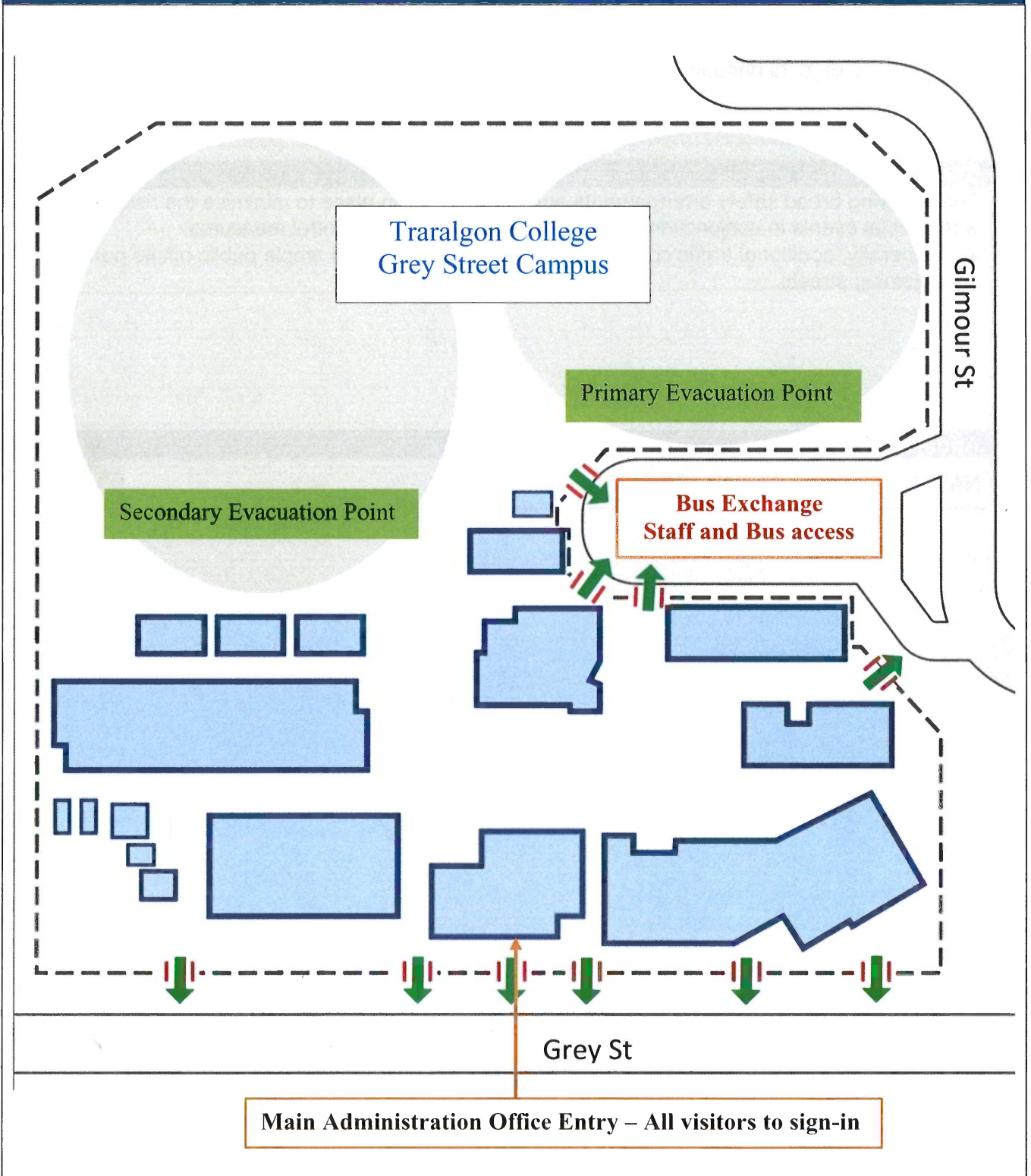
The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Generally, additional traffic controls will not be required due to ample public offsite parking in adjoining streets.

#### **Additional documentation**

NA

**WORKPLACE LAYOUT**



**Signatures:**

Workplace Manager/Management OHS Nominee ..... Date... 28/04/2026  
 Health and Safety Representative ..... Date... 28/04/2026  
 Person Completing TMP ..... Date... 28/04/2026