

Traffic Management Plan (TMP)

Traralgon College Shakespeare 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:

School/Workplace:	Traralgon College Shakespeare Street Campus
Workplace Manager/Management OHS Nominee:	Fiona Milkins
Health and Safety Representative:	Ian Venables
Person completing TMP:	Simone Wallace
Date of Plan:	April 2026
Date of Plan Review:	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:
 - The Staff carpark – off Little Crescent.
 - Administration Building at west side near car park off Bus Exchange – This carpark is now for Executive team, contractors and deliveries only.
- Designated pick up and drop off areas for students are located at:
 - Shakespeare Street – front of school.
 - Visitors utilising these areas for drop off/collection must ensure they abide by VicRoads signage and current road laws.
- Pick up and drop off areas for students are clearly marked by:
 - Signage – PICK UP & DROP OFF ONLY
- Designated pedestrian crossings are:
 - Located at Shakespeare Street, towards Liddiard Road.
 - 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
 - Crossing flags
 - High visibility jacket.
- Pedestrian walkways are physically protected from designated roadways by:
 - Fences and line marking within Bus Exchange.
 - No public vehicle access within school grounds.
- Pedestrian walkways are clearly marked/indicated by:
 - Footpaths.
 - Road markings at pedestrian crossings.
- Worksite speed limits are set at 5 km/hr in the absence of advisory signage.
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Raised pedestrian crossing at bus exchange.
- Other considerations or risk controls?
 - No public vehicle access within school grounds.

Courier and/or delivery drop off points

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

- Designated courier and/or delivery drop off points are located at:
 - Side of Bus Exchange off Shakespear Street.
- Courier and/or delivery drop off points are clearly marked by:
 - Yellow line marking – Loading Zone
- Worksite speed limits are set at (10 km/hr) within Bus Exchange with clearly displayed signage located at:
 - Entries of Bus Exchange.
- Worksite speed limits are set at 5 km/hr.
- Other considerations that may need to be documented?
 - Deliveries should not be arranged to arrive during the following high vehicle and bus traffic times:
 - 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 the Traralgon Collage site 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 movements whilst on site.
- All plant and equipment must be in good repair, be regularly maintained and checked in accordance with relevant legislation. Contractors must be appropriately trained and licenced in its safe use, provide a SWMS and utilise required PPE. Licence details must be provided via the contractor management system.
- Worksite speed limits are set at 5 km/hr within school grounds.

Parking arrangements

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

- There are 54 car parks available for employees in the carpark off Little Crescent.
- There are 6 car parks available at the side of the administration building off Shakespeare Street for the executive team and deliveries only. There is no dedicated disability car parking, however people that require disability access may use the space marked LOADING. **This is no longer a visitor parking area due to the bus traffic through the Bus Exchange.**
- There are 3 car parks available at the side of the administration building off Shakespeare Street for contractors only.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Little Crescent.
 - Off Bus Exchange
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - The Little Crescent carpark entry.
- Other considerations or risk controls
 - No vehicle access to school grounds.

There is no dedicated Visitor Parking. Visitors are required to use unmarked off-street parking along Shakespeare Street and must ensure they abide by VicRoads signage and current road laws.

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

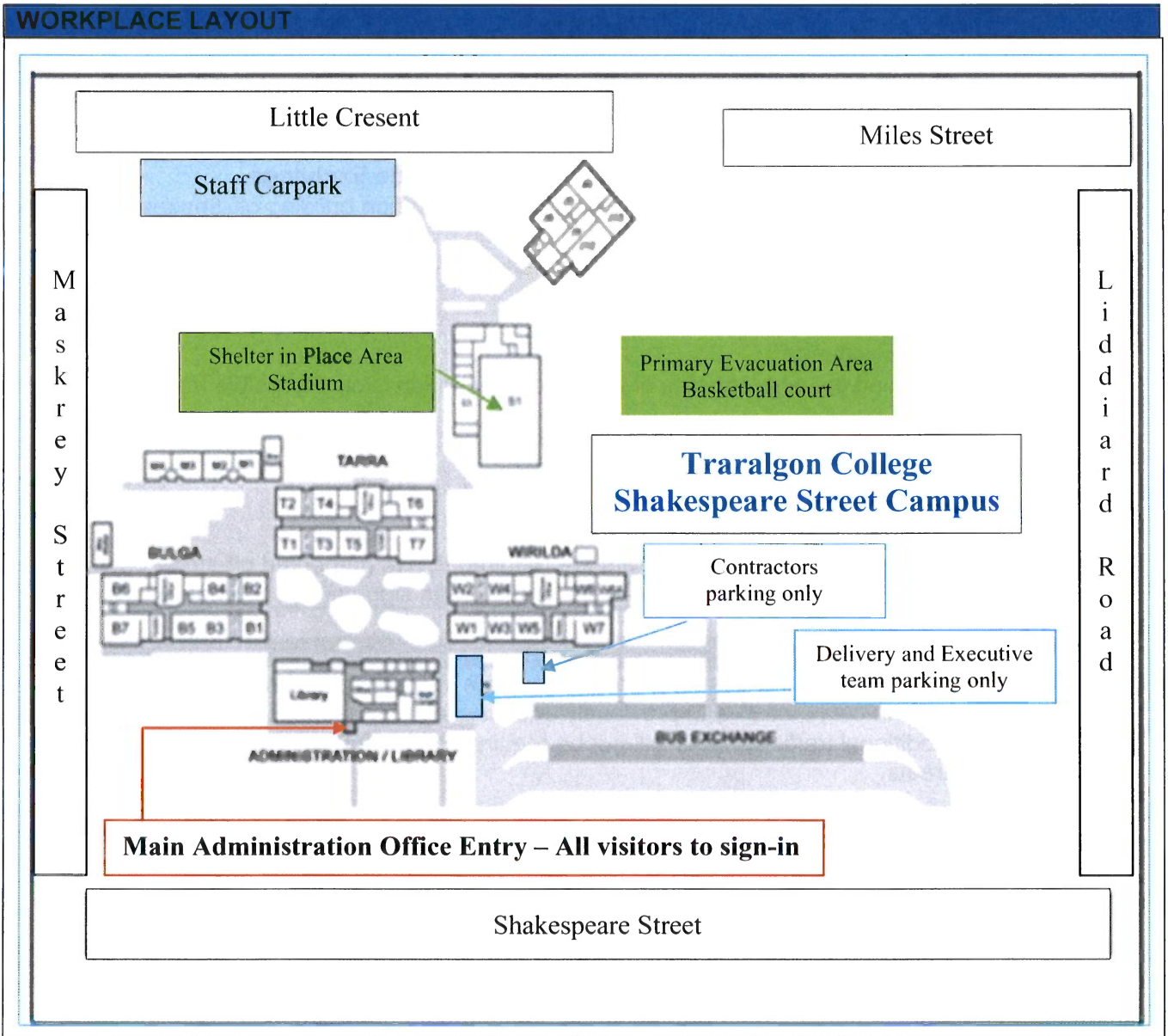
The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- 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 *[Signature]* Date... 28/04/26
 Health and Safety Representative *[Signature]* Date... 28/04/26
 Person Completing TMP *[Signature]* Date... 28/04/26