

# **SCHOOL TRAFFIC MANAGEMENT PLAN**

## **Introduction**

### **Purpose**

Westwood Secondary School takes the health and personal safety of all individuals, including students, stakeholders, staff and visitors, seriously. It is with this in mind that the school's Traffic Management Plan (TMP) aims to identify and highlight potential traffic hazards present in the school compound, and to find solutions to eliminate and/or manage these risks through the implementation of effective traffic management measures.

The TMP forms an integral part of the School Safety Charter, to provide and ensure a safe and conducive teaching and learning environment. However, individuals are expected to familiarize themselves with the various traffic management measures and to be aware of possible hazards, to exercise care and caution when using the school's traffic infrastructure, and to follow instructions spelled out hereunder to avoid risk of injury.

### **Risk Assessment**

The risk assessment on road safety in and around the school compound conducted by the School Safety Committee has identified the following main areas of concern:

- a) Road users' movement along the Jurong West Street 25 during the start and end of school;
- b) Road users' movement along Jalan Bahar Road before and after school hours;
- c) Vehicular traffic within the school compound including cyclists;
- d) Pedestrians' movement into and out of the school compound;
- e) Students boarding and alighting from school buses.

The comprehensive approach taken involves education, enforcement and physical environment enhancement. The School Safety Committee conducts road safety programmes to create awareness. Security Guards and Operations Support Officers (OSO) are deployed before the start and end of school operating hours to ensure students comply with traffic rules and behave appropriately so as not to endanger themselves and other road users. The Operations Manager and Security Guards control the vehicular traffic within the school. Continuous improvement of physical environment is conducted from time to time. The actions taken by the school to address and mitigate the levels of risks posed by the above areas of concern are detailed in this document.

## **Operating Hours of School Gates**

1. The school ground is opened from 0630 hrs to 1830 hrs from Mondays to Fridays, and from 0700 hrs to 1400 hrs on Saturdays. It is closed on Sundays and Public Holidays. Only staff and students, and visitors on official business are allowed to enter the school

compound and use its facilities. Notwithstanding the official opening hours of the school compounds, the Indoor Sports Hall (ISH) and the School Field are shared with the public under the Dual Usage Scheme managed by the Singapore Sports Council.

2. The school's Administration Office is opened from 0630 hrs to 1830 hrs daily, except for Public Holidays, Saturdays and Sundays.
3. The operating hours of the school gates are as follows:

Location	Operating Hours
Main Gate (Gate 2)	Mon to Fri : 0630hrs to 1830hrs Saturday : 0700hrs to 1400hrs (Main Gate also functions as the exit gate when the Main Exit Gate is closed)
Main Exit Gate (Gate 3)	Mon to Fri : 0630hrs to 0800hrs (Adhoc opening only upon requests)
Side Gate (Gate 1)	Mon to Fri : 1500hrs to 1830hrs
Link-way Gate (Gate 8)	Mon to Fri : 0630hrs to 0730hrs : 1350hrs to 1500hrs (except Friday 1230hrs to 1500hrs).
Back Gate (Gate 4)	Mon to Fri : 0630hrs to 0730hrs
Refuse Bin Gate (Gate 9)	As and when necessary to facilitate waste disposal only
ISH Back Gate (Gate 5)	Operated by Singapore Sports Council on the Dual Usage Scheme
Gate 6	Not used. Lock at all times.
Gate 7	Operated by Singapore Sports Council on the Dual Usage Scheme

4. The location of the gates are shown below:



### **Policies for Vehicles Entering and Exiting School Compound**

1. Vehicles entering the school are to do so only via the Main Gate (Gate 2).
2. Vehicle exiting the school are to do so either via Main Exit Gate (Gate 3) or the Main Gate (Gate 2) depending on the time of the day (see item 3 on school gates operating hours).
3. Parents and motorists driving into the school for the purpose of dropping off and fetching their children or passenger are to do so at the designated drop-off point along the driveway at the Foyer. Students/passengers should alight from the left side of the vehicles.
4. All motorists must NOT exceed the speed limit of 15km/h when travelling within the school compound.
5. Only vehicles with the issued School Decal and those driven by authorised visitors (e.g. MOE personnel, SAC members or PSG members) are allowed to park at the staff parking lots. No car is allowed to park along the driveway at the Foyer at all times.
6. Visitors are to park at the Visitors' parking lots.
7. Delivery vehicles are to park at the designated delivery bay only.
8. All vehicles entering the school compound shall follow the instructions given by the school Security Guards and/or school authorised personnel.

### **Policies for Pedestrians Entering and Exiting School Compound**

1. Visitors entering and leaving the school compound on foot are to do so only at the Main Gate (Gate 2) or the Side Gate (Gate 1) depending on the operating hours of the gates (refer to item 3).
2. Students and staff are to use the Side Gate (Gate 1), the Link-way Gate (Gate 8) or the Back Gate (Gate 4), depending on the operating hours of these gates.
3. Visitors are to obtain a Visitors' Pass at the Security Post before they are allowed to enter the school. They are to return the Visitors' Pass at the Security Post when they leave the school compound. Visitors who misplace their Visitors' Pass are liable to make a payment of \$5.00 for the replacement of the pass.
4. Visitors are to display the Visitors' Pass at all times when they are in the school compound.
5. Pedestrians are required to walk on designated pedestrian walkways and obey all traffic rules when in the school compound.
6. Pedestrians are encouraged to use the covered linkways from the nearby bus stops to the school gates.

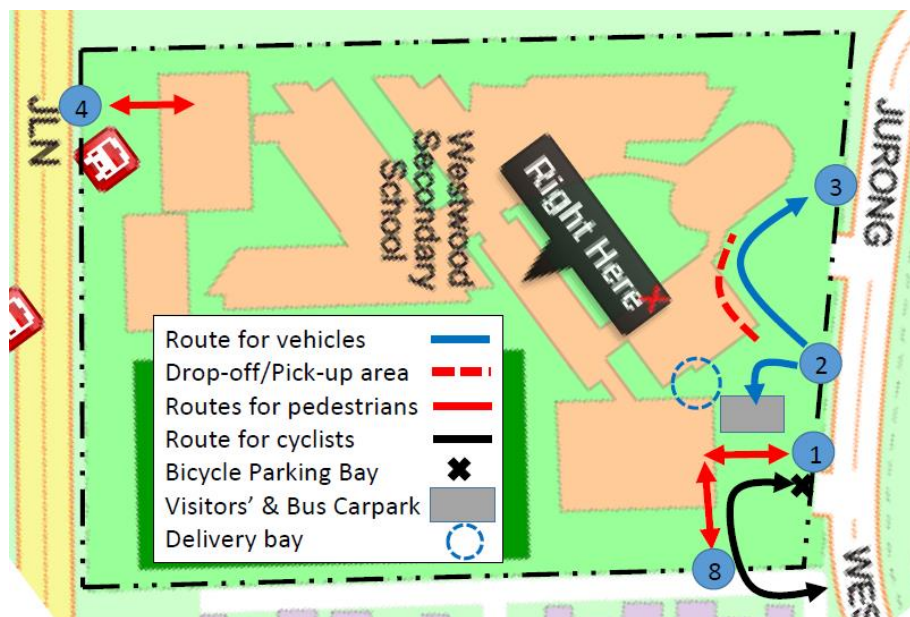
### **Policies for Cyclists Entering and Exiting School Compound**

1. Students cycling to school are to dismount and push their bicycles to the school's Bicycle Parking Bay via the Link-way Gate (Gate 8).
2. Students are to secure their bicycle at the Bicycle Parking Bay and NOT anywhere else in the school. They are to do so at their own risks and the school shall not bear any responsibility if the bicycles are lost or damaged in any way.
3. Cycling in any other parts of the school compound is strictly prohibited.

4. Before students are allowed to cycle to school, they must submitted their parents' acknowledgement to the Advisory Note on Cycling to School to the School DM.

## Safe Routes for Vehicles, Pedestrians and Cyclists

1. The designated safe routes for vehicles, pedestrians and cyclists entering and exiting the school compound and the locations of the designated Drop-Off/Pick-Up area, Visitors', bicycle and bus parking areas, and Delivery bay are shown below:



## Traffic Management Measures

The following Traffic Management measures have been implemented inside and in the vicinity of the school compound to manage the traffic hazards identified in the risk assessment:

1. Raised-arm Barrier
  - a. Traffic Raised-arm Barriers are in place at the Main Gate entrance for the purpose of security and traffic controls. It is controlled by a remote control kept with the duty Security Guard at the Guard House. Drivers seeking entry to the school are required to stop and alight before the barrier for security clearance at the guardhouse before proceeding to the designated parking area as directed by the duty Security Guard.
  - b. The Exit Barrier is installed with a motion-detection sensor. The arm rises automatically on detection of vehicles leaving the school.
2. Pedestrian Pathways

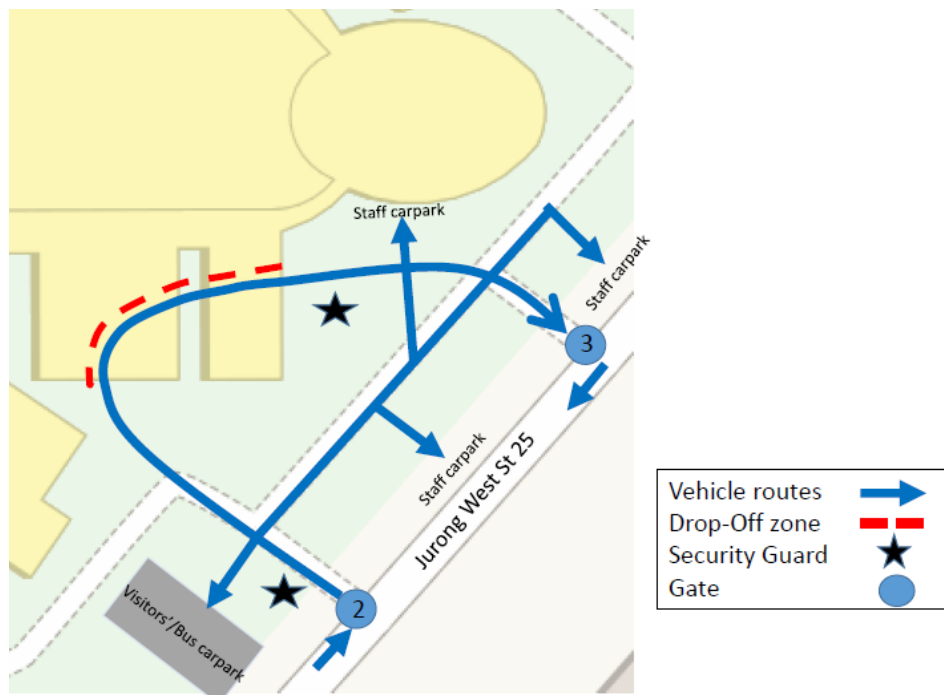
- a. A pedestrian pathway at the drop-off point to the Foyer is marked by a row of traffic cones.
  - b. A Security Guard is stationed there during the morning peak hours, from 0700hrs to 0730hrs, to direct students alighting from the left side of vehicles driving into the school.
3. Road Signs
- a. The speed limit within the school compound is set at 15km/hour. Speed limit signs are displayed prominently along the driveway and in the carparks.
  - b. STOP signs are located prominently at appropriate locations along the driveway to control vehicles approaching traffic junctions.
  - c. NO ENTRY signs are location prominently to prevent unauthorised access to service roads.
4. Road Hump
- a. A road hump has been installed at the end of the drop-off point across the driveway to slow vehicles down when they leave the drop-off area at the Foyer. This is necessary due to merging traffic mainly from staff vehicles driving to the parking lots.
5. Traffic Management Measures Outside School Compound
- a. Relevant LTA informative traffic signs are erected and road humps installed along the service road between the HDB blocks and Link-way Gate (Gate 8), which is the main access gate for students and staff entering and leaving the school. These traffic signs and road humps serve to create awareness among students and staff crossing the service road and to warn and slow down motorists approaching gate.
  - b. A portable SLOW DOWN sign is placed outside the school along Jurong West Street 25 to warn motorist when approaching the Main Gate.
  - c. A CROSS SAFELY sign is mounted on the school fence facing the traffic light crossing near the Back Gate along Jalan Bahar Road.
7. Management of School Buses and Students Boarding and Alighting
- a. Buses arriving at the school to fetch students are to enter via the Main Gate (Gate 2) and park at the designated Bus Parking Bay, guided by the Security Guards.
  - b. Buses parked at the Bus Parking Bay are to switch off their engine while waiting for students to board. They are only to start their engine and air-conditioning 5 minutes before scheduled departure time.
  - c. Students scheduled to board buses for school activities are to assemble and wait at the school's Foyer where attendance will be taken.
  - d. Once they are ready to board the buses, the teacher in-charge shall signal the buses to drive into the designated pick-up area at the Foyer, where students shall board in a systematic and disciplined manner.
  - e. Teacher in-charge is to ensure that all students are aboard the bus, seated and buckled up before instructing the bus driver to drive off.
  - f. Similarly, buses returning students to the school are to drive into the drop-off point for students to alight.

- g. Teacher in-charge is to ensure that the bus has total come to a halt before instructing the students to unbuckle and stand up to alight.
- h. The teacher in-charge shall ensure that all students have alighted at the Foyer before instructing the bus to leave.
- i. Teacher in-charge may request for the Main Exit Gate (Gate 3) to be opened if more than one bus have been indented to ferry students.

## **Deployment of Traffic Marshal for Vehicles, Pedestrians and Cyclists**

### **Traffic Management During Morning Peak Hours**

1. The two Security Guards are deployed primarily as traffic marshals during morning peak hours i.e. from 0700hrs to 0730hrs Mondays to Fridays. One is stationed at the Main Gate (Gate 2) and the other at the Drop-Off point near the Foyer.
2. The primary role of the Security Guard stationed at the Main Gate (Gate 2) is to direct vehicle traffic to the drop-off point, the parking lots or the delivery bay.
3. At the same time the Security Guard at the Main Gate (Gate 2) continues to perform the security role to check on visitors entering the school.
4. The second Security Guard is stationed at the end of the driveway at the Foyer to control and direct vehicles leaving the drop-off point to the Main Exit Gate (Gate 3). He also acts as the traffic controller manage the cross traffic from vehicles moving towards the Main Exit Gate (Gate 3) and vehicles coming in to park at the staff parking lots. At the same time, he also keeps a look out for unauthorised attempts to enter the school via the Main Exit Gate (Gate 3).
5. Security Guards shall don reflective vests and be armed with a luminous traffic baton while performing traffic control duties during the morning peak hours.
6. During off-peak hours, at least one Security Guards is stationed at the Security Post, at any one time, to control and manage vehicles, pedestrian and cyclists entering and exiting the school compound.
7. The deployment plan is illustrated below:



### Traffic Management During Major School Events

1. There are 40 designated car parking lots for staff and authorised visitors (1 of which is designated as a handicap parking lot), and 5 motorcycle parking lots. The visitors' and bus parking area has lots for 4 buses or space for 8 cars. The capacity can be increased by an additional 20 lots by extending parking to the service road leading to the ISH and pockets of empty spaces in the staff car park, at the ISH and in between Blocks E, F and G.
2. Staff may be requested to park their vehicles along the service road leading to the ISH to free up the main parking lots for the guests.
3. Staff and students may be appointed to act as traffic marshals during major school functions. They shall luminous safety vests for their own safety, when perform traffic marshalling duties.

### Communication of School Traffic Management Plan and Management of Traffic Violations

1. The school TMP is communicated to students, parents, staff, stakeholders and the general public using the following platforms:
  - a. Road Safety briefing to students during orientation week and school assemblies
  - b. Road Safety posters and banners
  - c. Road Safety signs outside the school compound
  - d. School Students' Diary
  - e. Staff Contact Time
  - f. School Sharing Folders

- g. Advisory Note to parents on cycling to school
  - h. School Website
2. Where issues arise regarding vehicular movement within the school, they shall be dealt with or escalated by the Operations Manager to the School Safety Committee. The Student Development Team (SDT) shall be responsible for addressing the conduct of all pupils if there are any violations of or inconsistencies with the requirements of this Plan.

## **Conclusion**

For continuous improvement and enhancement of school safety, the Traffic Management Plan will be reviewed half yearly or as and when the need arises:

Prepared by : Mr Mohd Jafrey Jamal, Operations Manager  
Approved by : Mr Kong Chee Chiew, Vice-Principal (Administration)  
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Next Review Date : Jan 2018