

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)
Front Pedestrian Gate (Gate 1)	Mon to Fri : 1530hrs to 1830hrs
Side Gate to Link-way (Gate 8)	Mon to Wed & Fri : 0630hrs to 0725hrs Thurs : 0630hrs to 0825hrs Mon, Tues & Thurs : 1355hrs to 1530hrs Wed & Fri : 1245hrs to 1330hrs
Back Gate (Gate 4)	Mon to Wed & Fri : 0630hrs to 0725hrs Thurs : 0630hrs to 0825hrs Mon, Tues & Thurs : 1430hrs to 1515hrs Wed & Fri : 1245hrs to 1330hrs
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 in Fig 1 below:



Figure 1

Policies Governing Entry to and Exit from School Compound

Vehicles

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. All vehicles entering the school compound shall follow the instructions given by the school Security Guards and/or school authorised personnel.

Pedestrians

1. Visitors entering and leaving the school compound on foot are to do so using the Main Gate (Gate 2) or the Front Pedestrian Gate (Gate 1) depending on the operating hours of the gates (refer to item 3).
2. Visitors are to obtain a Visitors' Pass at the Security Post, situated at the Main Gate (Gate 2), 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 replacement fee of \$5.00.

3. For safety and security reasons, visitors are to display the Visitors' Pass at all times when they are in the school compound. They are to go straight to the Admin Office to seek assistance and not to access any other parts for the school without permission. School staff are authorised to request to see the Visitors' Pass if necessary and the school reserves the right to request that visitors leave the school compound if there are reasons to do so.
4. The Side Gate to the Linkway (Gate 8) and the Back Gate (Gate 4) are reserved for staff and students only.
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.

Cyclists

1. Students cycling to school are to dismount and push their bicycles to the school's Bicycle Parking Bay via the Side 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 the Parents' Acknowledgement to the Advisory Note on Cycling to School Form to the Student Services Centre.

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 in Fig 2 below:

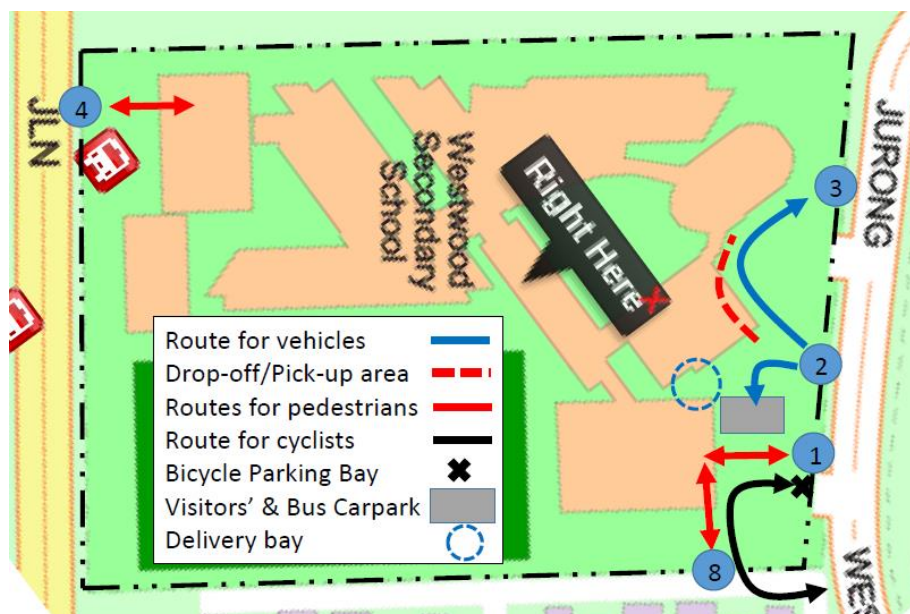


Figure 2

Car Parking Policies in the School Compound

1. The staff car park has 38 parking lots for cars and 8 parking lots for motorcycles. These are reserved lots painted with red lines (red lots).
2. The Visitors' Parking area has lots for 8 cars or 4 buses. These lots are painted with white lines (white lots). The same parking area also serves as the Bus Parking Bay for buses on the overnight bus parking scheme.
3. There is 1 parking lot designated as a Handicap lot at the staff car parking area.
4. The parking capacity may be increased by an additional 20 lots (unmarked) 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. These lots will only be used during major school events when the number of invited guests is substantial.
5. Only staff with season parking decals displayed on their cars/motorcycles are permitted to park at the season parking lots (red lots).
6. As far as possible, authorised visitors (MOE personnel with season parking at their respective places of work, SAC and PSG members only) may park in the school compound. If the Visitors' Parking area is full, they will be directed to park at vacant season parking lots, provided always that sufficient lots are reserved for staff with season parking.
7. Visitors are to park at the Visitors' Parking area only (white lots) – see Fig 2. If there is no vacancy, visitors may wish to park at the multi-story public car park next to the school compound.
8. Buses indented to fetch students for activities outside the school may be directed to wait at the staff car parking area if the Visitors' Parking area cannot accommodate.
9. Delivery vehicles are to park at the designated delivery bay only (see Fig 2).

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 demarcated by a row of traffic cones.
 - b. A Security Guard is stationed at the Foyer during the morning peak hours, from 0700hrs to 0730hrs, to direct students alighting from the left side of vehicles driving into the school.
 - c. There is a pedestrian path, demarcated with yellow line, from the Main Gate (Gate 2) to Block B (Canteen Block).
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 at 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.
 - d. Signs are located appropriately at the car parking area to indentify Visitors' Parking area and Season Parking areas.
4. Road Hump
 - a. A road hump is 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 Season 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 Side 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 the gate.

- b. A portable SLOW DOWN sign is placed outside the school along Jurong West Street 25 to warn motorists 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 to remind students to exercise caution when crossing the 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. If need be, buses may be directed to park at the car parking area for short period of time.
 - b. Buses parked in the school compound are to switch off their engines while waiting for students to board. They are only to start their engine and air-conditioning 5 minutes before scheduled departure time, when instructed by the Teachers in-charge only.
 - 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 lead the students to where the bus is parked for boarding in a systematic and disciplined manner. The Teacher in-charge may also signal the bus to drive to the driveway at the Foyer if the situation requires e.g. during wet weather.
 - e. Teacher in-charge is to ensure that all students are onboard the bus, seated and buckled up before instructing the bus driver to drive off.
 - f. Similarly, buses returning students to the school are to either park at the Bus Parking Bay or drive into the drop-off point at the Foyer for students to alight.
 - g. Teacher in-charge is to ensure that the bus has come to a halt completely before instructing the students to unbuckle and stand up to alight.
 - h. The teacher in-charge shall ensure that all students have alighted from the bus 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 to 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 gloves and carry luminous traffic batons 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 in Fig 3 below:

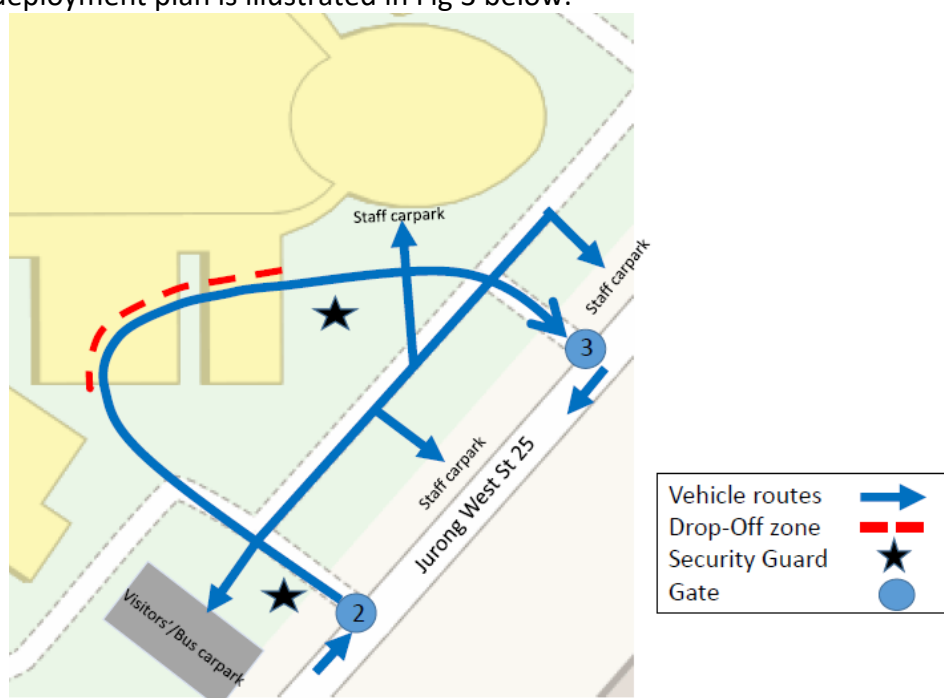


Figure 3

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 students 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)

Date of Review : 15 Jan 2019

Next Review Date : June 2019