

The Auriga Academy Trust

# **Vehicle Access and On-Site Traffic Management Policy**

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## 1. Background

This policy sets out the standards, procedures, and expectations relating to vehicle access and on-site traffic movement at any Auriga Academy Trust ("the Trust") school. Its purpose is to safeguard pupils, staff, parents, and visitors by regulating vehicular activity during the school day.

The Trust is committed to maintaining a safe environment. Vehicle movements pose inherent risks, particularly during periods of high pedestrian circulation. This policy therefore establishes clearly defined access times, circulation routes, and operational requirements for different classes of vehicles.

## 2. Scope

This policy applies to all individuals accessing the school site by vehicle, including but not limited to staff, parents, carers, contractors, delivery drivers, visiting professionals, and third-party service providers.

The policy does not supersede the rights or operational requirements of emergency services. Emergency vehicles may access the site at any time without prior arrangement.

## 3. Carpark Risk Assessments

All carparks must have a completed Car Park Risk Assessment in line with the **AAT Risk Assessment Policy**. The Headteacher may delegate the preparation of the risk assessment but, as the Health and Safety Lead for their school, they are responsible for approving it. The carpark risk assessment must be reviewed and updated annually and following any carpark related incident.

## 4. General Vehicle Access Principles

All drivers entering the school premises must adhere to posted signage, follow instructions issued by staff, and comply with this policy in full.

The maximum permitted speed on school grounds is **5 mph** at all times.

Pedestrians always have priority. Drivers must proceed with caution and be prepared to stop where pedestrian movement is present.

Engines should be switched off when vehicles are parked or waiting, except where necessary for operational safety (e.g., refrigeration units).

## 5. Restricted Access Times

To ensure the safety of pupils during peak arrival and departure periods, vehicular access to a school site is restricted as follows:

- **Morning Peak: 08:30 – 09:30**
- **Afternoon Peak: 14:30 – 15:30**
- **Weekend: No Access unless prebooked with School**

During restricted periods, no vehicle may enter or exit the school site unless expressly authorised by the Headteacher or a designated senior member of staff. Exemptions apply only to emergency vehicles and pre-approved accessibility transport.

Vehicles already on-site before the restricted period begins must remain stationary until restrictions are lifted unless authorised to move by a member of staff.

## **6. Cars and Small Vehicles**

Small vehicles include cars, taxis, and small personal or commercial vehicles. Access is permitted only outside restricted times unless pre-approved for exceptional circumstances.

Drivers must follow the designated one-way system and park only in marked bays. Stopping in pedestrian pathways, yellow-lined areas, or along designated fire routes is prohibited.

Parents/carers undertaking drop-off or collection must use the approved pickup/drop-off zone and must not leave vehicles unattended in these areas.

Idling is prohibited, and engines must be turned off once a vehicle is stationary.

## **7. Minibuses and Medium-Sized Vehicles**

Medium-sized vehicles include school minibuses, small coaches, maintenance vans, and equivalent transport.

Access for these vehicles during the school day must be arranged in advance with the school office, except for school-organised trips and official transport movements.

All loading and unloading of passengers or materials must occur in the designated service or transport area. Drivers must ensure the area is clear of pupils before manoeuvring.

Reversing must be kept to a minimum and should only occur using mirrors, sensors, and, where available, the assistance of a banksman or trained staff member.

## **8. Large Vehicles and Delivery Vehicles**

Large vehicles include delivery lorries, refuse collection vehicles, construction vehicles, and other high-capacity transport.

Access must be pre-booked with the school office and scheduled outside restricted access periods. Deliveries should normally take place between **09:30 and 14:30** unless otherwise arranged.

On arrival, drivers must report to reception before proceeding. No large vehicle may move on-site without staff authorisation.

Reversing within the school site is restricted unless a trained banksman is present to guide the driver. Engines must be switched off during loading/unloading.

## **9. Accessibility and Special Arrangements**

The school recognises that some pupils, staff, and visitors may require enhanced access arrangements for medical or mobility needs.

Requests for on-site parking or access during restricted times must be made in advance to the school office and will be considered on a case-by-case basis.

Blue Badge holders may be granted additional access rights where appropriate; however, they must still adhere to all safety requirements.

## **10. Staff Responsibilities**

All staff who operate vehicles on-site, including school minibus drivers, must ensure compliance with this policy and complete any required training.

Staff supervising access gates or directing vehicles are authorised to instruct drivers and may temporarily restrict movement if safety concerns arise.

The Headteacher, Site Manager or designated individual is responsible for monitoring compliance, maintaining signage, and reporting breaches.

### **11. Enforcement and Breaches**

Failure to adhere to this policy may result in the removal of on-site parking or access privileges.

Repeated breaches by contractors or suppliers may lead to contractual review or termination.

Incidents that endanger pupils, staff, or visitors will be formally investigated under the Trust / school's Health and Safety procedures and may be referred to relevant authorities.