ROAD SAFETY POLICY

The Catherine McAuley Westmead Road Safety Policy provides a framework of common understanding for students, staff, parents/carers and the community who interact with the school to provide a safe environment, in relation to road use.

Catherine McAuley is founded on the person of Jesus Christ and is committed to our Mercy values of Justice, Courage, Integrity, Excellence, Mercy and Hospitality.

Environmental Statement

Catherine McAuley is situated on Darcy Road, Westmead, in the middle of a high density pedestrian area. Darcy Road is a 6 lane road, with a designated transit busway. The proposed future development of a primary school on the site and the further urban development adjacent to the school site will further impact on road safety. It is anticipated that eventually there will be 3 schools on the site, serving an anticipated 2500 students.

School Management Procedures

The following documents outline the school’s management procedures:

- Transport Arrangements at Catherine McAuley
- Bus Duty in Bus Bay
- Student Drivers Policy & Authorization Form
- Student Bicycle Riders Policy and Authorization Form
- Transporting Students Policy
- School Owned Vehicles
- Duty of care after School (Advice for Principals)
- Duty of Care after School (Advice for Teachers)

Members of the community, at Catherine McAuley Westmead will be informed of the importance of:

- Modelling safe road user behaviour;
- Parking vehicles safely outside the school and observing all parking signs;
- Ensuring that children are protected whilst travelling to and from school;
- Reinforcing the safety messages taught at school;
- Contributing to solving road safety issues that are of concern to the school and community

Discretionary basis

The Principal has the right of discretion to make provision for departure from the policy or the application of the policy in the event of unforeseen and exceptional circumstances.
Transport Arrangements at Catherine McAuley Westmead

The following transport arrangements apply to parents and students.

- Students travelling by train or using the T Way Buses will use marked pedestrian crossings and lights to cross all roads. These students will use the footpaths and the pedestrian entrance opposite the Dental Hospital.
- All students arriving and leaving by school bus and car before 4.00pm must use the new busway opposite the Private Hospital. In the afternoon, cars may access the busway only after 3.45pm to allow school bus access.
- After 4.00pm, students may be collected from the Front Entrance, using the pedestrian gate opposite the Dental Hospital.

Use of the Busway

- There are 2 “Kiss and Drop” areas for dropping off and picking up students. One is on the left, at the top of the rise near the Darcy Road entrance. Cars using this area should exit via the next roundabout. The other one is opposite the bus area, on the right hand side. Cars using this area should turn at the roundabout past the bus area.
- For the safety of students, please do not drop off or pick up students on either of the 2 roundabouts.
- No cars should go into the bus area.
- No parking is permitted in the staff parking areas.
- Cars are not permitted to enter the busbay in the afternoon until 3.45pm

Campus Security

- The gates to the busway (opposite the Private Hospital), will be open from 7.30am – 9.00am and from 3.45pm – 4.30pm.
- The gates at the Front Entrance (opposite the Dental Hospital will remain closed. Parents requiring access are asked to ring School Reception (9849 9100 or 0417 230 644) for admittance.
- Staff will supervise students entering and leaving the school from 8.10am – 8.30am and 3.10pm – 4.00pm.

Visitor Parking

- Limited short term visitor parking is available at the front of the schools. As the gates opposite the Dental Hospital are locked, visitors will need to ring the School Reception to be admitted (Catherine McAuley Phone: 9849 9100 or 0417 230 644).
- All visitors must sign in and out at the school office on arrival at/departure from the school.
STUDENT DRIVERS POLICY

Student Drivers

- Students are not to drive vehicles on to school property or to park on school property
- Students who wish to drive to school and park outside school property need to provide the Principal with a copy of their licence, registration and an authority form (attached) signed by their parents
- Written permission of parents should accompany such requests
- Driving of other students as passengers to and from school and school related activities, requires the written permission of both sets of parents, to be forwarded to the Principal as authorisation
- Students shall not drive cars to off-site school functions in school hours and no other student shall be a passenger in a car driven by a student other than provided for above
- Claims arising out of accident or injury in a private vehicle are dependent upon the owner’s insurance and on the application of common law principles
Catherine McAuley
Student Motor Vehicle
Drivers’ Authorization Form

Policy

- Students are not to drive vehicles on to school property or to park on school property.
- Students who wish to drive to school and park outside school property need to provide the Principal with a copy of their licence, registration and an authority form (attached) signed by their parents.
- Written permission of parents should accompany such requests.
- Driving of other students as passengers to and from school and school related activities, requires the written permission of both sets of parents, to be forwarded to the Principal as authorisation.
- Students shall not drive cars to off-site school functions in school hours and no other student shall be a passenger in a car driven by a student other than provided for above.
- Claims arising out of accident or injury in a private vehicle are dependent upon the owner’s insurance and on the application of common law principles.

Name of Student: ____________________________ Home room: __________

Make of Car: ________________ Colour: _________________ Registration No: __________

I/We give authority for my/our daughter __________________________ to drive the car listed above to school in accordance with the school policy printed.

I/We are aware that she is not to drive on to, or park on, school property at any time

A copy of my/our daughter’s driver’s licence is attached to this form.

____________________________________ ________________________

Signature of Parent(s) / Carer(s) Date

____________________________________ ________________________

Signature of Student Date
STUDENT BICYCLE RIDERS POLICY

Student Cyclists

1. The Catholic Education Office and NSW Roads and Traffic Authority recommends that children under 10 years of age DO NOT ride bicycles to or from school unless accompanied by an adult.
2. Students must have written permission from their parents to ride a bicycle to school.
3. Students must correctly wear a Standards Australia approved bicycle helmet at all times when in control of a bicycle.
4. All RTA road rules concerning bicycles are to be followed. This includes the pedestrian’s right of way on footpaths. The bell should be used as a warning when approaching pedestrians.
5. Bicycles ridden to school must be in good, safe working order and bicycles must be fitted with a bell. It is the responsibility of the parent/carer to ensure that the bicycle is in good safe working order and that all protective equipment as required by law is provided.
6. Bicycle riders are expected to use the pedestrian entry point on Darcy road, opposite the Dental Hospital.
7. Students are to dismount before entering the school grounds and walk their bicycles whilst on site.
8. Bicycles are to be stored in the bike rack next to Dobson Green. Bicycles must be locked with a chain and padlock supplied by the bicycle owner.
9. Bicycles and helmets are brought and stored on school grounds at the owner’s risk.
10. Parents will be notified if students do not adhere to the School’s Bicycle Policy and permission will be withdrawn until the issues identified have been satisfactorily addressed.
11. No riding of bicycles, scooters, roller blades or skateboards is permitted in school grounds during and after hours.

NOTE: Skateboards, scooters and roller blades are not permitted at Catherine McAuley Westmead under any circumstances, unless directed by teachers.
STUDENT BICYCLE RIDER AUTHORIZATION FORM

Catherine McAuley Bicycle Policy

1. Catholic Education Office and NSW Roads and Traffic Authority recommends that children under 10 years of age DO NOT ride bicycles to or from school unless accompanied by an adult.
2. Students must have written permission from their parents to ride a bicycle to school.
3. Students must correctly wear a Standards Australia approved bicycle helmet at all times when in control of a bicycle.
4. All RTA road rules concerning bicycles are to be followed. This includes the pedestrian’s right of way on footpaths. The bell should be used as a warning when approaching pedestrians.
5. Bicycles ridden to school must be in good, safe working order and bicycles must be fitted with a bell. It is the responsibility of the parent/carer to ensure that the bicycle is in good safe working order and that all protective equipment as required by law is provided.
6. Bicycle riders are expected to use the pedestrian entry point on Darcy road, opposite the Dental Hospital.
7. Students are to dismount before entering the school grounds and walk their bicycles whilst on site.
8. Bicycles are to be stored in the bike rack next to Dobson Green. Bicycles must be locked with a chain and padlock supplied by the bicycle owner.
9. Bicycles and helmets are brought and stored on school grounds at the owner’s risk.
10. Parents will be notified if students do not adhere to the School’s Bicycle Policy and permission will be withdrawn until the issues identified have been satisfactorily addressed.
11. No riding of bicycles, scooters, roller blades or skateboards is permitted in school grounds during and after hours.

NOTE: Skateboards, scooters and roller blades are not permitted at Catherine McAuley Westmead under any circumstances, unless directed by teachers.

Name of Student: ___________________________            Homeroom: ___________________________

I/We give authority for my/our daughter ___________________________ to ride her bicycle to school in accordance with the school policy printed.

I/We are aware that she is not to ride on school property at any time.

__________________________            Date
Signature of Parent(s) / Carer(s)

__________________________            Date
Signature of Student
TRANSPORTING STUDENTS POLICY

Transporting students by Teachers and Parents

1. At Catherine McAuley Westmead teachers are discouraged from transporting students in their own vehicles.

2. If a teacher needs to use a private vehicle for education related work the following checklist is used.
   - Approval for use must be first gained from the principal
   - A permission note must be signed and returned from the parent/carer
   - A copy of the current comprehensive insurance policy must be attached to the claim.
   - For child protection reasons, it is unacceptable for a single student to be driven by a single teacher or parent. Another student or adult should be present.
   - All passengers who are to travel in the vehicle must have access to, and wear, seat belts.

3. If a student is to be transported in a motor vehicle of another parent the same checklist applies.

School Owned Vehicles

1. All School owned vehicles are to contain a first aid kit.

2. Records of all licence details of those driving the school owned vehicle, Insurance policies and maintenance records must be kept on file.

3. For long journeys, supervision of students in the school owned vehicle, other than the driver, will be supplied.