

# Traffic Management Plan

## Toolooa State High School

This traffic management plan communicates how hazards associated with pedestrian/vehicle and vehicle/vehicle interactions are managed across the workplace in order to minimise the risk of harm to people, property, the environment and the workplace's reputation.

**School/workplace address: 2 Philip Street, South Gladstone QLD 4680**

**Person(s) completing traffic management plan:** WHS Committee

**Date of Plan:** 19/01/2026

**Persons consulted** in the development of this plan:

Name	Role
Toolooa SHS Staff	Local knowledge, hazard identification and practical input on controls.
WHS Committee	Provided consultation, reviewed identified traffic hazards and contributed to risk assessment and control strategies.
P&C Committee	Parent perspective and feedback on traffic behaviours and controls.
Regional Infrastructure Advisor	Technical advice on traffic design and infrastructure controls.
Department of Education Strategic Planning	Strategic planning advice and policy alignment.

**Ratified at HSW Committee/Forum – 21 May 2026**

**Endorsed by Principal/Manager:** Mark Thomas

Signature:



**Workplace contact** for traffic management issues: Darren Boase, WHS Representative

**Date plan shared with workplace/school community:** 4/06/2026

**Date of scheduled annual\* review:** 18/01/2027

**Last reviewed:** 21/05/2026

\*The plan may be reviewed more frequently when changes occur at the workplace that impact the plan, an incident occurs, routine inspections identify hazards and/or if incidents have occurred within the traffic management scope. Use the plan to inform your annual safety assessment responses. Retain a copy of your TMP with local policies and procedures and make the TMP available to staff/school community e.g. via HSW noticeboard/staff SharePoint or website.

## Responsibilities

<b>All employees and others</b> (Includes students, parents, contractors and visitors)	Responsible for complying with the requirements of the traffic management plan.
<b>Principal</b>	Responsible for ensuring the traffic management plan is maintained and reviewed.
<b>WHS Committee</b>	Responsible for reviewing traffic-related risks, monitoring incidents and near misses and providing recommendations to improve safety controls.
<b>Executive Leadership Team</b> (Principal, Deputy Principals, Heads of Department, Guidance Officers, Business Manager)	Responsible for supporting the implementation of the plan, addressing identified risks and ensuring appropriate supervision is in place during high-risk times (e.g. before and after school).
<b>Emergency Response Team &amp; Fire Wardens</b>	Responsible for managing traffic and pedestrian movement during emergency situations including directing emergency vehicles and supporting safe evacuation.
<b>Staff on duty (e.g. drop-off/pick-up supervision)</b>	Responsible for actively supervising traffic areas, giving clear directions to drivers and pedestrians and responding to unsafe behaviour.
<b>Front Office Staff</b>	Responsible for communicating traffic procedures to visitors, contractors and delivery drivers and ensuring all visitors sign in and are aware of site requirements.
<b>Grounds and Facilities Staff</b>	Responsible for managing vehicle and plant movements on site, ensuring activities such as mowing or maintenance occur at safe times, and reporting any hazards

## Site description

Toolooa State High School is a multi-building secondary school set across a large site with several internal roads, car parks and pedestrian access points. The site includes teaching blocks, administration areas, specialist facilities and shared spaces that are accessed by students, staff and visitors throughout the day.

The school operates during standard hours of approximately 8.00am to 4:00pm, with additional traffic generated outside these hours due to extra-curricular activities, community use of facilities and special events.

Vehicle access to the site includes staff, parent and visitor vehicles, school and public buses, delivery vehicles and contractor vehicles. Internal roadways provide access to different areas of the school, including car parks, service areas and drop-off zones.

The traffic management plan considers traffic flow on the whole site which includes:

- pick up and drop off of points for students e.g., student pick up/drop off, drop 'n' go zones, school bus zones, taxi/share ride drop off zones
- couriers/deliveries and designated garbage collection
- employee, student, visitor, disability, special event and service provider parking
- operation of mobile plant e.g. lawn mowers, tractors and multi-wheeled vehicles, construction vehicles, contractor/ subcontractor/ service provider plant on site.
- safe on-site pedestrian flow, including management of personal transport devices on site (bicycles, skateboards, eRideables etc)
- special events e.g. parades, graduation, community days

## Traffic management communication

This plan is shared with the school community via:

- School website and Term newsletter – published in Week 2 of each term
- Enrolment pack/student handbook – provided at the start of the year and as required
- Staff induction/Staff handbook – provided at commencement of employment
- HSW Committee Noticeboard

The school will continue to reinforce safe traffic behaviours through ongoing communication and reminders where required.

Where unsafe behaviours or ongoing issues are identified (e.g. parking, speeding or non-compliance with drop-off procedures), the school will take appropriate steps to address these through communication and education with the school community.

If required, and after reasonable steps have been taken to address concerns, the school may seek support from external agencies such as the Department of Transport and Main Roads, Queensland Police Service or local council. The school community will be informed prior to any formal enforcement action being requested.

An action plan to address identified traffic issues is included at the end of this document.

## Basic traffic rules

Vehicles accessing the site and parking areas must observe all standard road rules including:

- Observing all signposted speed limits
- Use designated and marked roadways at all times.
- Pedestrians always have “right of way”
- Pedestrian walkways must be kept clear at all times
- Give way as needed
- Traffic signs and directional marking must be adhered to
- Keep to the left
- No right turn is permitted when exiting the school via the main driveway onto Philip Street. Vehicles must turn left only.

To ensure pedestrian safety, all bicycles, scooters and other rideable devices must be dismounted at the school boundary and walked or carried within the school grounds.

Failure to follow these rules may result in restricted access to school facilities and/or further action where required to maintain a safe environment.

## Traffic management measures

The key traffic hazards and associated controls are detailed below.







### Pick up and drop off points for students

Pick up and drop off

Our drop and go zone is designed to act like a flowing taxi rank with a maximum stopping time of two minutes. All drop off zones, including entry and exit location and signage are noted on the site map. The following safety features are in place to ensure that the pick up or drop off of students from vehicles is undertaken in a safe manner:

**Rules:**

- Parents and carers are only permitted to stop for up to two minutes if they are dropping off and picking up students.

	<ul style="list-style-type: none"> <li>• If students are not ready to be collected, motorists must leave the zone and re-join the queue. To ensure students are ready to be collected, motorists are asked to arrive at least 10 minutes after school has been let out.</li> <li>• School staff will be rostered to supervise zones at the following locations: e.g. <ul style="list-style-type: none"> <li>• Stop n Go zone</li> <li>• Bus stop at front of school (school side of Philip Street only)</li> <li>• Pedestrian crossing at front of school (school side of Philip Street only)</li> </ul> </li> <li>• Motorists must listen to any instructions given by the zone supervisors to ensure the smooth and safe operation of the zone. Motorists who fail to obey instructions from the zone supervisor may be prohibited from using the school's on-site pickup/drop off zone.</li> <li>• The zone operates daily from 8.15am to 3.20pm</li> <li>• After hours pick up e.g. after school activities and sports <ul style="list-style-type: none"> <li>• Parents/caregivers are reminded to be respectful of neighbours to minimise the impact of noise and fumes on neighbours.</li> </ul> </li> </ul>				
	<table border="1"> <tr> <td data-bbox="228 902 663 1032">Expectations for pick up/drop off are communicated to students/ parents/ staff at:</td> <td data-bbox="663 902 1423 1032"> <ul style="list-style-type: none"> <li>• The start of every school term via the school newsletter, school Facebook page and parades</li> </ul> </td> </tr> <tr> <td data-bbox="228 1032 663 1167">Designated pick up and drop off areas for students are located at:</td> <td data-bbox="663 1032 1423 1167"> <ul style="list-style-type: none"> <li>• Stop, Drop and Go Zone, located at main entrance to school on Philip Street</li> </ul> </td> </tr> </table>	Expectations for pick up/drop off are communicated to students/ parents/ staff at:	<ul style="list-style-type: none"> <li>• The start of every school term via the school newsletter, school Facebook page and parades</li> </ul>	Designated pick up and drop off areas for students are located at:	<ul style="list-style-type: none"> <li>• Stop, Drop and Go Zone, located at main entrance to school on Philip Street</li> </ul>
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Disability zones	<p>Disability pick up and drop off zones provide sufficient barrier free space for dis/embarcation with direct access onto a safe, accessible path of travel.</p> <table border="1"> <tr> <td data-bbox="228 1261 663 1391">Designated disability pick up and drop off areas for students with disabilities are located at:</td> <td data-bbox="663 1261 1423 1391"> <ul style="list-style-type: none"> <li>• Disabled drop off / pick up bay located within school grounds at Toolooa House (S Block)</li> </ul> </td> </tr> <tr> <td data-bbox="228 1391 663 1693">Disability pickup/drop off area is clearly marked with</td> <td data-bbox="663 1391 1423 1693"> <ul style="list-style-type: none"> <li>• Vertical signage  </li> <li>• Pavement marking  </li> </ul> </td> </tr> </table>	Designated disability pick up and drop off areas for students with disabilities are located at:	<ul style="list-style-type: none"> <li>• Disabled drop off / pick up bay located within school grounds at Toolooa House (S Block)</li> </ul>	Disability pickup/drop off area is clearly marked with	<ul style="list-style-type: none"> <li>• Vertical signage  </li> <li>• Pavement marking  </li> </ul>
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## Taxi and ride share zones

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Taxi/ride share pick up and drop off areas are marked by:	<ul style="list-style-type: none"> <li>• Vertical signage</li> </ul>
Taxis providing accessible services are to:	<ul style="list-style-type: none"> <li>• Access the site via the main entrance on Philips Street and embark/disembark passengers in the designated zone located at Toolooa House and adjacent to Administration</li> </ul>

## Active travel

Toolooa State High School encourages students and staff to walk, ride or scoot to school or to catch public transport. Locations for bus stops are marked on the site map, as are bike and scooter racks where students can park their rideables.

Students are encouraged, where possible, to travel to and from school by bus or other means of public transport. This helps to reduce traffic congestion at the school's gates.

Students and parents can see bus routes and times available to them by visiting CDC Gladstone at <https://cdcqueensland.com.au/school-services/gladstone-schools/>

To support road safety awareness, the school participates in the following road safety programs:

- RYDA Program QLD
- RACQ Safety Program

## Pedestrian crossings/Crossing roads

Staff, students, parents and carers are asked to cross roads at designated crossing points.


When crossing at **traffic lights**, only commence crossing when the green pedestrian signal is displayed and traffic has come to a complete stop. Always check the traffic has stopped before crossing.

When crossing at **children's crossings**, only commence crossing the road when directed by the crossing supervisor.

When crossing at **pedestrian refuges** and **un-signalled intersections**, only commence crossing when there is a suitable gap in traffic. Inexperienced pedestrians should be accompanied by an adult when crossing at these locations.

## Bus zones

Bus	Bus zones are reserved for school and commuter bus services only. They are clearly signed with bus zone signage. Motorists who unlawfully park in these spaces may be reported to Council's Parking Compliance team and/or the Queensland Police Service.
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<p>Bus zones are located at:</p>	<ul style="list-style-type: none"> <li>• One bus stop is positioned on Philip Street, directly opposite the school.</li> <li>• The second bus stop is located on the school side, along the access road leading into the school grounds.</li> </ul> 
<p>Bus zones are used for:</p>	<ul style="list-style-type: none"> <li>• School buses</li> <li>• Bus charters</li> </ul>
<p>The following bus stops are located near to the school</p>	<ul style="list-style-type: none"> <li>• Bus Stop ID # 760105</li> </ul>
<p>The following bus routes service the school</p>	<ul style="list-style-type: none"> <li>• Visit CDC Gladstone at <a href="https://cdcqueensland.com.au/school-service/toolooa-state-high-school/">https://cdcqueensland.com.au/school-service/toolooa-state-high-school/</a></li> </ul>

## Personal travel and mobility devices

The following safety features are in place to ensure that bicycles, foot scooters, skateboards, and personal mobility devices such as e-scooters, e-skateboards, uni-wheels and e-rideables etc. entering the workplace is undertaken in a safe manner. Bicycle and scooter rack locations are shown on the site map:

- All travellers must dismount from their device at the site entrance and push or carry it to its designated storage location.

Personal mobility devices	Student bicycles, foot scooters, larger personal mobility devices and protective equipment are to be parked/stored securely at:	<p>Secure Lockable Mobility Enclosure</p> <ul style="list-style-type: none"> <li>• Lockable mobility enclosure located beside the carpark at the Performing Arts Centre</li> <li>• Personal mobility devices stored in the mobility enclosure must be secured using a functional padlock provided and fitted by the individual student to the bike racks, inside the cage (not to the outside of the cage)</li> </ul> <p>Greenfields Sites</p> <ul style="list-style-type: none"> <li>• General bike racks available for use with personal bike locks at all times: <ul style="list-style-type: none"> <li>- Outside mobility enclosure</li> <li>- Near the pedestrian access gate located on Benaraby Road</li> </ul> </li> </ul>
	Charging of e-devices at school	<ul style="list-style-type: none"> <li>• Is NOT permitted</li> </ul>
	Other considerations or risk controls to manage personal travel devices include	<ul style="list-style-type: none"> <li>• Student Property Policy</li> <li>• Rules for personal mobility devices as set by the QLD Government</li> </ul>

## Motorised mobility devices

A motorised mobility device is a motorised wheelchair or a mobility scooter. The following safety features are in place to ensure that use of motorised mobility devices is undertaken in a safe manner:

- Persons using or controlling motorised mobility devices are to comply with any road rules and safety behaviour that applies to pedestrians.
- Travel ways and pathways are clear and accessible.
- Speed of travel is limited to a maximum of 5 km per hour on site.
- Student IEPs address device support requirements.

## Pedestrian access

Pedestrian	Designated pedestrian crossings are located at	<ul style="list-style-type: none"> <li>• External to the school: <ul style="list-style-type: none"> <li>- Zebra crossing located at main entry to school that aligns with the signalised pedestrian crossing across Philips Street</li> </ul> </li> <li>• Internal to the school: <ul style="list-style-type: none"> <li>- Pedestrian crossing linking Performing Arts Centre to the Oval</li> </ul> </li> </ul>
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		<ul style="list-style-type: none"> <li>- Pedestrian crossing linking Performing Arts Centre to eastern end of Administration Building</li> <li>- Pedestrian crossing linking Performing Arts Centre to western end of Administration Building</li> <li>- Pedestrian crossing in the performing Arts Centre Carpark that links the lockable bike cage to the Performing Arts Centre footpath</li> <li>- Pedestrian crossing located on the access road to the hardcourts that links Shelter to Oval</li> <li>- Pedestrian crossing located at the Hardcourts that links S Block to the Hardcourts</li> </ul>
	Crossings are supervised at the following times	<p>The below pedestrian crossing is the only supervised crossing daily between the times of 3.00pm and 3.20pm</p> <ul style="list-style-type: none"> <li>• External to the school: <ul style="list-style-type: none"> <li>- Zebra crossing located at main entry to school that aligns with the signalised pedestrian crossing across Philips Street</li> </ul> </li> </ul>
	Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE)	<input type="checkbox"/> High vis vest
	Pedestrian access into the site occurs via:	<ul style="list-style-type: none"> <li>• Zebra crossing located at main entry to school that aligns with the signalised pedestrian crossing across Philips Street</li> </ul>
	Pedestrian walkways are:	<ul style="list-style-type: none"> <li>• Separated from roadways by kerbing</li> </ul>
Speed control	Speed controlling devices are in place to restrict vehicle speed:	<ul style="list-style-type: none"> <li>• 4 x speed humps inside the school grounds</li> </ul>
Local hazard	Other pick up/drop of point considerations:	Nil

## On site traffic

The following arrangements are in place to ensure on-site traffic safety. This includes site-owned buses and vehicles, mobile plant such as tractors and ride on mowers etc. that are required to move around the worksite. It also includes all contractor, construction and service vehicles:

Vehicle entrances	Vehicle entrances are located at:	<ul style="list-style-type: none"> <li>• The main school entrance on Philip Street               <ul style="list-style-type: none"> <li>- is open during school hours</li> <li>- has a zebra crossing on it close to the main entrance</li> </ul> </li> <li>• The emergency vehicle only entrance on Benaraby Road               <ul style="list-style-type: none"> <li>- Locked at all times by designated QLD Fire Services 003 key</li> </ul> </li> </ul>
	Entry and exit signage to the school is located at:	<p>Entry locations:</p> <ul style="list-style-type: none"> <li>• Main entrance on Philip Street</li> </ul> <p>Exit locations:</p> <ul style="list-style-type: none"> <li>• Main entrance on Philip Street</li> </ul>
Speed control	On site speed limits for all vehicle types are set at 15 km/hr with clearly displayed signage located at:	<ul style="list-style-type: none"> <li>• 4 along entry road between Philips Street entry and Administration</li> <li>• 1 along access road to hardcourts</li> </ul>
	Speed controlling devices are in place to restrict vehicle speed on site	<ul style="list-style-type: none"> <li>• 2 speed humps are located along entry road between Philips Street entry and Administration</li> <li>• 2 speed humps are located along the access road to the hardcourts</li> </ul>
	Specific restrictions apply for:	<ul style="list-style-type: none"> <li>• Large vehicle access must have prior approval before entering the school site.</li> </ul>
Construction work	Principal contractors/contractors/sub-contractors are required to	<ul style="list-style-type: none"> <li>• have their own traffic management plans when operating on site e.g. during construction</li> <li>• supply a copy to the Business Manager prior to commencement.</li> <li>• ensure construction site vehicle and pedestrian entry and exit gates are closed at all times.</li> <li>• place appropriate warning signage to support pedestrian safety immediately around the construction site</li> </ul>

Local hazard	Other considerations or risk controls to manage vehicles on site:	<ul style="list-style-type: none"> <li>• Inclusion of relevant site traffic management controls in service provider/contractor induction/sign in.</li> </ul>
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## Parking arrangements

The school offers the following parking options. Car parking areas are clearly designated with marked parking bays and signage and are noted on the site map.

- Long-term parking options in streets surrounding the school
  - Long-term all-day parking is available on Benaraby Road. Parking is also available in other residential streets within a short walk from the school.
  - Motorists are reminded to obey Council parking signs and Clearway conditions that may apply, and not park across resident's driveways, pedestrian crossings or intersections.
  - Motorists who park in an unlawful manner may be reported to/or receive infringement notices from Gladstone Regional Council's Parking Compliance team and/or the Queensland Police Service.
- Shorter-term parking bays
  - 23 parking spaces available outside main entrance to the school on Philip Street:
    - If parks are not available, motorists must leave the zone and re-enter later.
  - 6 parking spaces available inside the school grounds in front of the Administration Building :
    - Parents and carers are only permitted to stop for a brief period to attend to school business
- Staff parking areas
  - Staff parking is available within the school grounds. Parents and carers are not permitted to pick up or set down students within the school unless authorised by the school.
- Ad hoc/unsealed (Greenfield) staff parking is shown on the site map
- Disability parking spaces are described below and shown on the site map
- Parking areas for special events (e.g. awards night) is identified as part of event planning and communication
- Deliveries
  - Please contact the school's administration to arrange deliveries.

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

- Unescorted students are not permitted in employee, services, disability or visitor car parks
- Pedestrians are required to use footpaths provided

General	Car park speed limits for all vehicle types are set at:	<ul style="list-style-type: none"> <li>• 10km/hr</li> <li>• 1 speed limit sign clearly displayed is located at: <ul style="list-style-type: none"> <li>- The entrance to the Performing Arts Carpark</li> </ul> </li> </ul>
	Signage for all visitors to attend Admin first and the location of Administration Office	<ul style="list-style-type: none"> <li>• Is located at the front of the Administration Building beside the flag poles</li> </ul>
Employees	Employee parking:	<ul style="list-style-type: none"> <li>• There are 77 allocated sealed car spaces for employees</li> <li>• Parking areas are located at: <ul style="list-style-type: none"> <li>• The Performing Arts Centre</li> <li>• Adjacent to the Administration Building</li> <li>• Behind the Manual Arts precinct</li> </ul> </li> </ul>
Visitors	Parent/visitor parking:	<ul style="list-style-type: none"> <li>• There are 6 parking spaces specifically allocated for visitors directly in front of the Administration Building</li> <li>• Signage for visitor parking is located: <ul style="list-style-type: none"> <li>- On pavement of carparks</li> </ul> </li> </ul>
Disability	Disability parking:	<ul style="list-style-type: none"> <li>• There is one allocated space for disability parking</li> <li>• Disability parking is located at: <ul style="list-style-type: none"> <li>- Performing Arts Centre Carpark</li> </ul> </li> <li>• Signage for disability parking is located as: <ul style="list-style-type: none"> <li>- Vertical signage at the parking space</li> <li>- Pavement marking at the parking space</li> </ul> </li> </ul>
Students	Student parking	<ul style="list-style-type: none"> <li>• On site student parking is not permitted</li> <li>• Students are encouraged to use off street parking available in neighbouring streets</li> </ul>
Local hazard	Local considerations to manage safe parking arrangements include:	<ul style="list-style-type: none"> <li>• Only designated green site parking areas identified on the site map are available for staff to park in</li> </ul>

## Regular deliveries, services and workplace activities

A risk assessment with site map has been completed and is available for:

- regular deliveries
- rubbish collection
- use of mobile plant on site by employees e.g. tractors, mowers and trailers

Trades and deliveries	On first service to the school, please contact administration on 4971 4333 to arrange deliveries and/or parking. Regular service providers (e.g. QBuild, tradespersons, couriers) are briefed on traffic management requirements and expected driving behaviours on site at sign in.	
	Trade and delivery parking is located at:	<p>Trade deliveries for Manual Arts Faculty:</p> <ul style="list-style-type: none"> <li>• 1 x parking space in front of roller door to enter Manual Arts Faculty (B Block)</li> </ul> <p>Tuckshop deliveries:</p> <ul style="list-style-type: none"> <li>• 1 x Loading zone in the cul-de-sac at the Tuckshop</li> </ul> <p>All other general deliveries:</p> <ul style="list-style-type: none"> <li>• 2 loading bays on southern side of Performing Arts Centre (Facing Admin)</li> </ul>
	Designated courier and/or delivery drop off points are located at:	1 x loading bay on southern side of Performing Arts Centre (Facing Admin)
Rubbish collection	Waste collection times are scheduled for:	Monday, Wednesdays and Fridays between 7.00am and 11.00am
	Garbage trucks enter the site via:	The main school entrance on Philip Street
	Designated garbage collection points are located at	<ul style="list-style-type: none"> <li>• 1100 Litre bins and wheelie bins located at concrete pad near Cul-de-sac at Tuckshop</li> <li>• 1100 Litre bin located on concrete pad behind R Block</li> <li>• 2 x skip bins located behind Manual Arts</li> <li>• 1 x green waste skip bin located behind English Block</li> <li>• Pedestrian access at these locations is not permitted</li> </ul>
	Garbage collection points are clearly marked by:	Signage
Emergency vehicles	Emergency vehicles enter the workplace via:	The main school entrance on Philip Street
	Emergency vehicle on site transit	<ul style="list-style-type: none"> <li>• Emergency vehicles are met by a staff member who directs/guides them to the relevant location.</li> <li>• 1 x Emergency vehicle space is located in front of the Administration Building</li> <li>• Emergency entrance is available on Benaraby Road</li> </ul>

## Special events

Traffic control requirements for special events vary e.g. parades, awards nights, sporting events, professional development venue etc.

- Specific traffic management measures for each event are determined through a documented risk assessment process. The assessment considers learnings from previous special events and provides a unique traffic management plan for the event.

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:

- Additional car parking for special events is communicated to attendees via event communication e.g. school newsletter, parental consent letter/emails, ticketing information  
Appropriate numbers of traffic controllers are in place for all special events to restrict/direct traffic to and from the workplace.
- Additional car parking areas are clearly designated with marked parking bays (or guidance (e.g. bunting) and signage displayed.
- Pedestrians are excluded from areas where vehicles/mobile plant is used during event bump in/bump out.
- Walkways and crossings are clearly identified with signage/bunting
- Crowd control, movement and safety is considered during event planning.
- Traffic controllers are required to wear high vis vests
- Emergency service access and evacuation points are noted on venue plan
- Effective monitoring of and response to traffic management occurs throughout the event.

## Emergency management

In an emergency situation, traffic management controls are implemented by the Principal and/or the emergency management team. This includes:

- Direction of emergency vehicles onsite by delegated person
- Evacuation wardens guiding pedestrians to assembly areas
- Delegated persons controlling traffic or restricting access to the site

**Traffic management action plan (Log future upgrades to plan)**

Date raised	Description	Agreed action	Action Officer	Status