



Catholic Junior College

CATHOLIC JUNIOR COLLEGE TRAFFIC MANAGEMENT PLAN

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CATHOLIC JUNIOR COLLEGE SCHOOL TRAFFIC MANAGEMENT PLAN

Chapter 1

Introduction

Catholic Junior College takes the health and personal safety of all individuals, including students, stakeholders, staff and visitors, seriously. It is, therefore, imperative for the school to provide and ensure a safe and conducive learning and teaching environment. However, individuals themselves are expected to familiarize themselves with the various traffic calming 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.

Chapter 2

Aim

This Traffic Management Plan aims to identify and highlight potential traffic hazards present in the college compound, and to find solutions to eliminate and/or manage these risks through the implementation of effective traffic management.

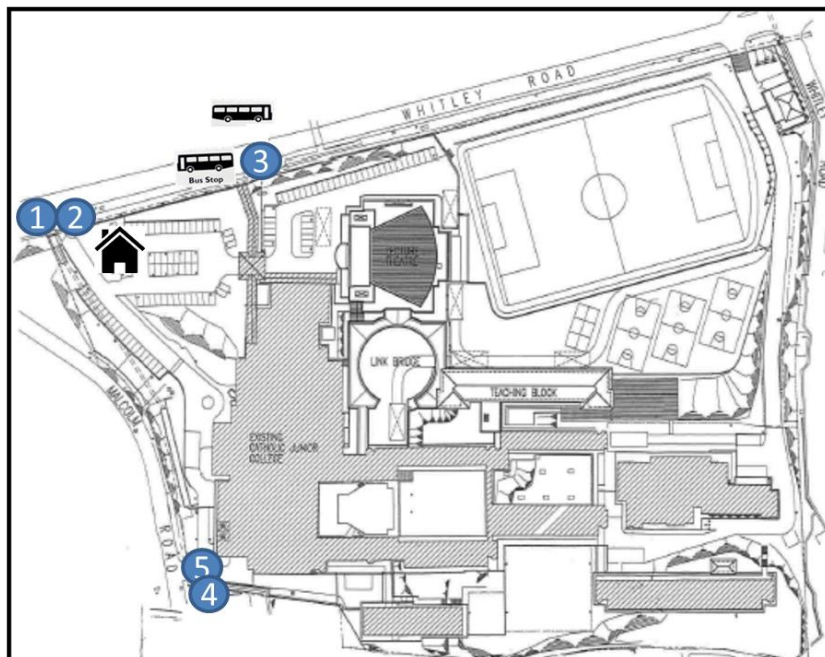
Chapter 3

Operating Hours of School Gates

- 1 The campus ground is open daily from 0600hrs to 2000hrs to students and staff, and visitors who have legitimate reasons to be in the college or are on official business. Notwithstanding, the opening hours of some of the school facilities and amenities such as the Performing Arts Centre, school sports complex and other designated areas will be extended to guests and external hirers as approved by the School Management.
- 2 The operating hours of the school's Administration Office are from 0600hrs to 2000hrs daily except Public Holidays, Saturdays and Sundays.
- 3 The premises are protected by a 24-hour CCTV security and surveillance system and security guard services.
- 4 The opening and closing hours of the school gates are tabulated below:

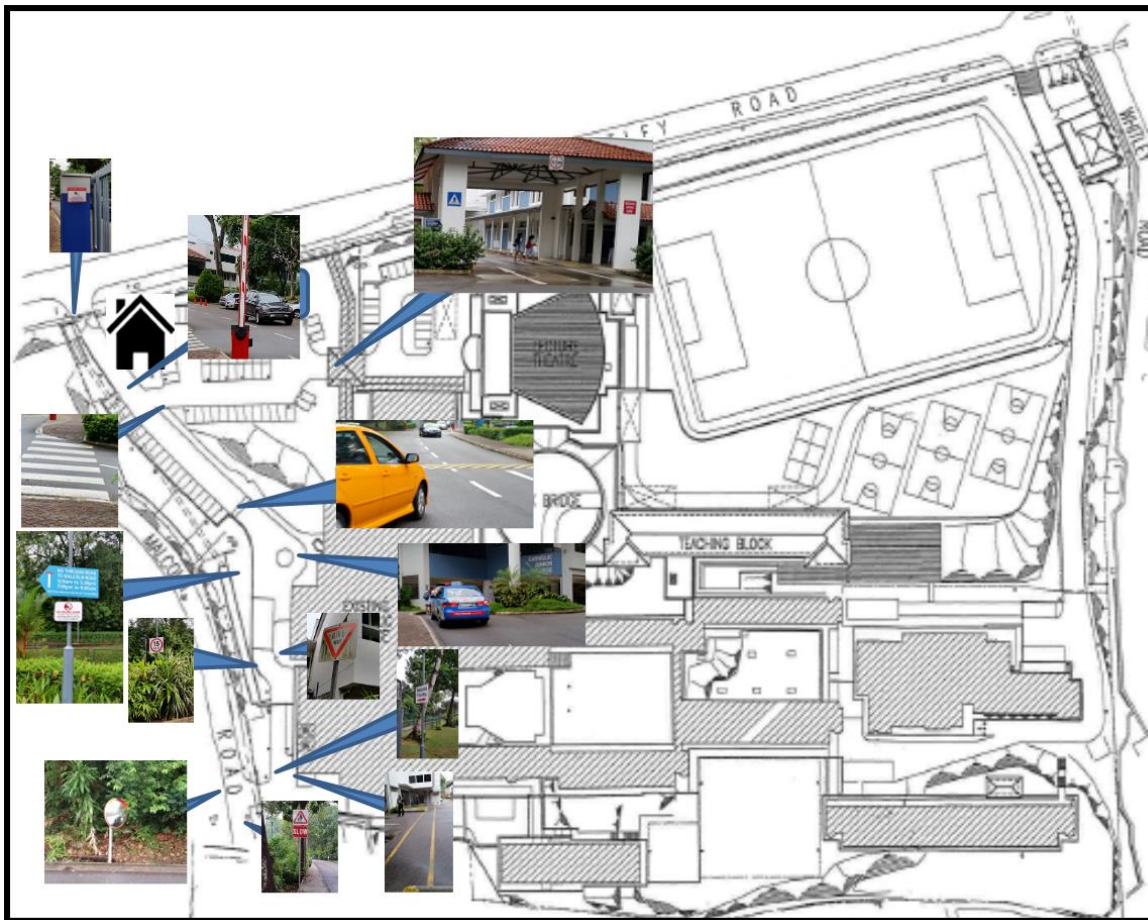
S/N o	Location	Opening Time (1 st Session)	Closing Time (1 st Session)	Opening Time (2 nd Session)	Closing Time (2 nd Session)	Remarks
01	Main Entrance Gate	0600 hrs	N.A.	N.A.	2000 hrs	The raised-arm barrier shall be lifted from 0600hrs to 0915 hrs and shall be operational thereafter.
02	Main Pedestrian Gate	0600 hrs	N.A.	N.A.	2000 hrs	Or until the last person leaves the College premises.
03	Side (Whitley Road) Gate	0600 hrs	0845hrs	See Remarks.	1900 hrs	The gate is under electronic-control by EM Locking System and monitored via CCTV Camera.
04	Back (Malcolm Road) Gate	0600 hrs	0915 hrs	1530 hrs	1930 hrs	1. Or until the last person leaves the College premises. 2. Open as and when the Veolia garbage truck arrives. Closed after they have left.
05	Back Pedestrian Gate	1200hrs	1530hrs	N.A	N.A	The gate is for access by hostelites returning to the CJC Hostel only.

- 5 The diagram below depicts the location of various gates :



Chapter 4

Traffic Calming Methods and Measures



1 Raised-arm Barrier

1.1 Traffic Raised-arm Barriers are in place at the Main Gate entrance for the purpose of security control and traffic clearance. Drivers seeking entry to the school shall 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 Officer.

1.2 The Exit Barrier is installed with a motion-detection sensor. The arm shall rise automatically on detection of vehicles leaving the school.

2 Pedestrian Crossings

2.1 Two zebra crossings are in place in the school compound, namely, at the entrance of car parks A and B, and at the car porch, to accord priority right of way to the pedestrians.

2.2 A yellow-line pedestrian foot-path is in place at the Back Gate to cater to the pedestrians crossing the driveway. A Security Officer is posted here during peak hours, from 0600hrs to 0915hrs, to direct pedestrians crossing the driveway.

3 Speed Limit signs

The speed limit within the school compound has been set at 15km/hour. Speed limit signs are displayed prominently along the driveway and in the carparks.

4 Other speed reduction measures

- 4.1 Two Road humps have been built along the driveway from the guardhouse to the roundabout;
- 4.2 Raised road curbs along footpaths and at the roundabout prevent vehicles from 'jumping' off the road;
- 4.3 Deliberately-designed narrower traffic lane from the roundabout to the back gate;
- 4.4 Restricted-time one-way traffic where the section of the driveway from the roundabout to the back gate is converted to one-way traffic from 0600hrs to 0915hrs; and
- 4.5 Enforcement of No entry of vehicles into the school from Malcolm Road from 0600hrs to 0915hrs.

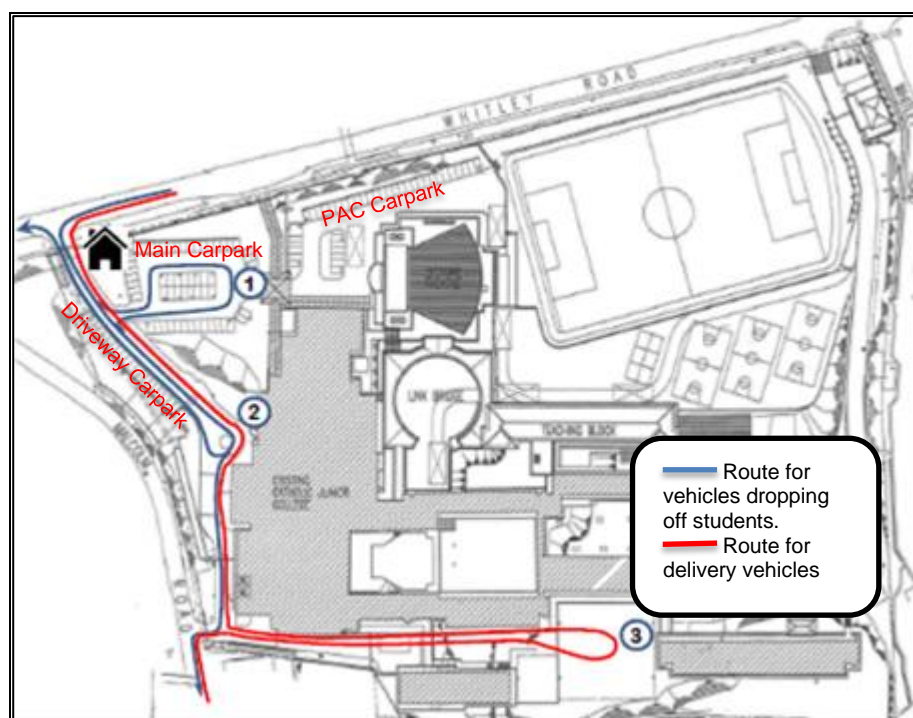
5 Traffic Calming outside School Compound

- 5.1 LTA has erected a convex mirror on the opposite side of the Back Gate to mitigate risk of conflict of the blind corner. Motorists are expected to practise safe driving when leaving the school compound into Malcolm Road.
- 5.2 LTA has also constructed a RC footpath along Malcolm Road, running from Whitley Road to Chancery Lane to provide safe passage for pedestrians.
- 5.3 Relevant LTA informative traffic signs are erected along Whitley Road and Malcolm Road to create awareness and to warn motorists on approaching the school site.

Chapter 5

Safe Routes for Vehicles

- 1 Approximately 15 percent of the student population is driven to and from school in private vehicles.
- 2 Three categories of vehicles traversing or using the school's facilities:
 - i Private vehicles of parents/chauffeurs sending and picking up students;
 - ii Personal vehicles of staff/visitors; and
 - iii Coaches/buses, delivery and servicing vehicles
- 3 Two vehicle ingress and exit points are designated:
 - i Whitley Road Main Gate for vehicles coming from the direction of PIE (Changi) and Thomson Road and exit via Whitley Road towards the direction of PIE (Tuas) and City;
 - ii Malcolm Road Back Gate for vehicles entering from/exiting into Malcolm Road (this point is strictly meant for vehicles exiting into Malcolm Road during morning peak period, ie 0600hrs to 0915hrs)



- 4 Parents/chauffeurs/taxi
 - 4.1 Two pick-up/drop-off zones have been designated for the picking up and dropping off students/passengers:
 - i Point 1 - located at the Main Carpark A, before the car porch;
 - ii Point 2 - located at the roundabout outside the Admin Block Foyer
 - 4.2 The following protocols have been developed to provide maximum safety for drivers and passengers using these pick-up/drop-off zones.
 - i Please remain alert to other vehicles and pedestrians in the vicinity. Follow the directions of the duty Security Guard;
 - ii Stay in the queue and move forward as a space becomes available;

- iii Drivers must remain in the car while in the zone; no-one is to leave the car, however momentarily. If there is a need to leave the car, the driver is expected to park in the designated lots;
- iv Passengers must enter and exit from the nearside door of the vehicle only. This is a safety precautionary measure;
- v If park- waiting in the zone prior to the school's dismissal, it is essential for drivers to ensure the students arrive promptly to ensure the smooth flow of traffic in the zone;
- vi The roundabout and the parking lots in front of the Foyer have been declared 'No Idling Zone'. Drivers while park-waiting are required to switch off the vehicle engines; and
- vii Please get ready the exact fare if possible should you travel by taxi.

5 Staff/visitors

5.1 Staff, stakeholders and visitors on official business shall park their vehicles at one of the 3 car parks, namely

- i Driveway Carpark
- ii Main Carpark
- iii PAC Carpark

5.2 Staff shall permanently display a school official car decal on their wind screen and shall park their vehicles at Main Carpark and/or PAC Carpark.

5.3 Visitors shall alight at the guard house for security clearance before proceeding to park their vehicles at the assigned parking lots.

6 Coaches, deliveries and servicing vehicles

6.1 Coaches hired to ferry students for excursions shall proceed to Pick-up/Drop-off Zone 1 to pick up/drop-off passengers. They are not allowed to maneuver into other parts of the school compound as their maneuverability is constrained by their own dimension and tonnage.

6.2 Students, teachers and chaperones shall wait at the assembly area, ie. outside the Training & Development Centre, before proceeding to board the coaches in an orderly manner.

6.3 Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) shall report to the guardhouse to explain the nature of their visit and to get clarification on where they can park or load and unload.

6.4 Canteen delivery vendors and servicing contractors shall park their vehicles at the Loading/Unloading Zone at the courtyard after security clearance at the guardhouse.

Chapter 6

Safe Routes for Pedestrians

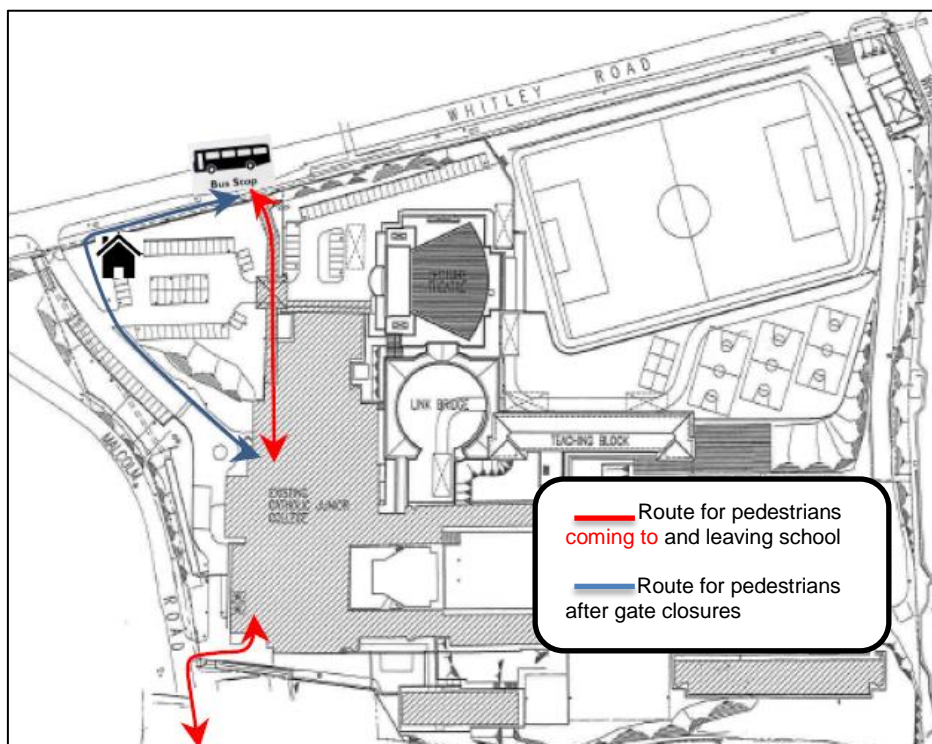
1 The majority of the students commute by public transport and walk into the school compound. Three routes are taken when they walk into or exit from the school.

2 Main Gate and Side Gate

- i Students commuting by public transport shall alight at the bus stops located either at the PIE (Changi Airport) side or at Whitley Road, and enter the school via the Side Gate, which shall remain open from 0600hrs to 0845hrs. They shall walk along the linkway to the biometric attendance-taking stations to have their attendance taken before proceeding to any other part of the school. They shall be mindful of vehicles passing through the car porch while using the zebra crossing.
- ii Late comers arriving at the school shall proceed to the main gate using the LTA footpath along the perimeter fencing. They shall report to the duty Security Officer where they will be referred to the PE Staff Room/Discipline Master for follow-up. They shall walk along the concrete footpath and watch out for vehicles upon crossing the zebra crossing at the carpark entrance.
- iii Students leaving after school dismissal shall use the linkway and shall press the door-bell on arrival at the Side Gate to signal to the duty Security Officer to remotely open the gate for them to exit.
- d In the event that the students seek to leave school for medical or personal reasons, they shall hand over the excuse chit, obtainable from the Administration Office, to the duty Security Officer at the guardhouse before leaving school.

3 Back Gate

- a Students arriving at the Back Gate in the morning shall wait for clearance of exiting vehicles by the duty Security Officer. The duty Security Officer shall ensure oncoming vehicles have halted before the yellow pedestrian path before allowing the students to cross the driveway. The students shall use the yellow-line pedestrian path and enter the school premises via the school canteen, and vice-versa when they leave school.
- b Students walking to school are expected to use the concrete footpath along Malcolm Road.



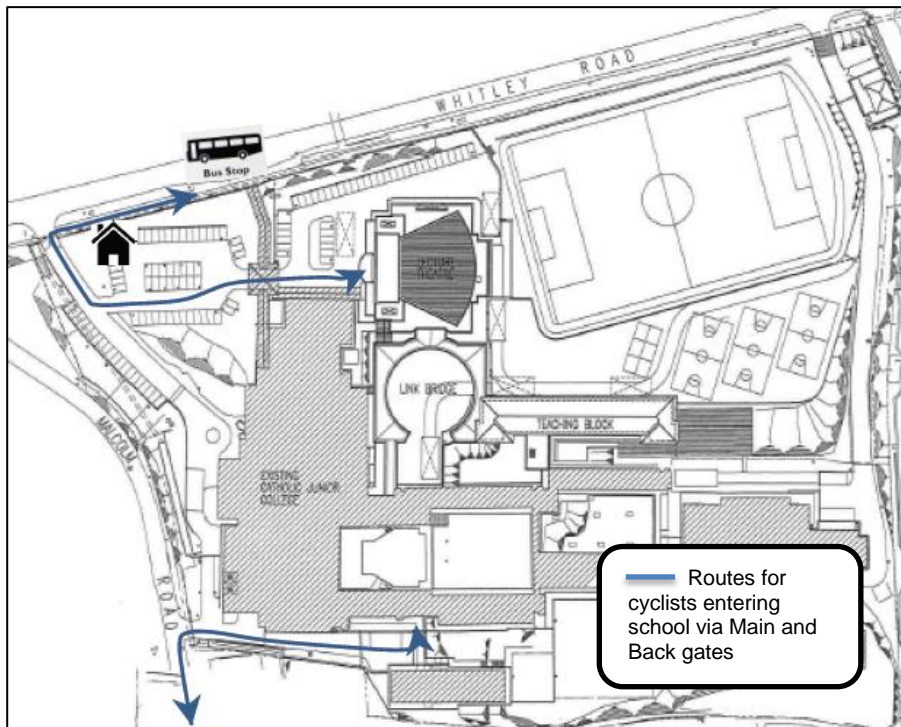
3 Out of bounds - Carpark areas

Students are prohibited from entering or traversing the car park grounds or driveways.

Chapter 7

Safe Routes for Cyclists

- 1 The cycling community forms a minority group of commuters. The majority of them are college staff and contract workers who live in the vicinity of the school.
 - a Cyclists entering the school compound via the Main Gate shall proceed to park their bicycles at the Cave of Performing Arts Centre. They shall look out for vehicles moving in the carpark and students at the zebra crossing.
 - b Cyclists arriving at the Back Gate shall dismount at the Back Gate entrance and wait for clearance of the driveway by the duty Security Officer before proceeding to park their bicycles at the shelter between Blk F and Blk G.



2 Prohibitions

Cycling in other part of the campus is strictly prohibited.

Chapter 8

Deployment of Traffic Marshal for Vehicles, Pedestrians and Cyclists

1 Security Officers

1.1 Two Security Officers are ordinarily deployed for traffic controls during morning peak hours. One shall be stationed at the Pick-Up/Drop-Off Zone 2 and the other, the Back Gate.

1.2 Security Officers shall don reflective vests and be armed with a luminous traffic baton while performing traffic control duties.

2 Traffic Management in the carparks during major school events/external events

2.1 There are 121 designated lots. The capacity can be expanded to approximately 200 lots where pockets of empty spaces can be converted into lots, and under proper marshaling by ushers.

3 School events

3.1 In the event there is a big turn-out of visitors using the carparks during special school functions, staff shall park their vehicles at the Hostel carpark to free up parking lots to the guests.

3.2 A Traffic Management Sub-committee shall be appointed to manage the parking arrangements for the guests. Staff/student marshals shall be appointed to guide guests to the assigned parking lots. They shall prominently don luminous traffic-control vests for their own safety.

4 External events

External hirers of the school's facilities shall be responsible for traffic marshalling of vehicles in the carparks.

Chapter 9

Management of Traffic Violations and Communication of School Traffic Management Plan

1 This School Traffic Management Plan shall be promulgated to the students, parents, stakeholders, staff and general public through meetings and publications:

- i Parent Information Evening or Parent-Teacher Conference
- ii COLAC
- iii Teachers' Sharing Folders and
- iv P2 – EAS Depository (<https://sites.google.com/a/moe.edu.sg/cjc-admin-services/?pli=1>)
- v Catholic Junior College web page

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 Vice Principal (Student Development) shall be responsible for addressing the conduct of all pupils if there are any violations of or inconsistencies with the requirements of this Plan.

Chapter 10

Conclusion

This Traffic Management Plan shall be reviewed as and when the need arises.

Prepared by : Gordon See
Operations Manager

Approved by : Allan Gan
Vice Principal (Administration)

Date : 2 January 2015

