

A practical guide to addressing road safety issues around schools

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A practical guide to addressing road safety issues around schools was developed in consultation with school community stakeholders and the relevant government agencies in 2001.

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A practical guide to addressing road safety issues around schools can be downloaded from the RTA website www.rta.nsw.gov.au

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Introduction

This document is intended to assist school principals and school communities to address road safety issues in the vicinity of schools. The issues could relate to education, enforcement, engineering or the environment.

The booklet identifies the roles and responsibilities of those agencies with briefs to manage road safety issues in the vicinity of schools. It gives guidance about seeking assistance from the appropriate agency or agencies, so that road safety issues around schools can be resolved as quickly as possible.

Road safety issues, such as student or parent behaviour outside the school, may best be resolved through the road safety education programs carried out within the school and school community.

However, some road safety problems involving enforcement, engineering or environmental issues, may need to be referred to the relevant organisation, eg the police, your local council, your local bus operator or the Ministry of Transport. The Roads and Traffic Authority of NSW (RTA) is responsible for these issues on state roads.

How to use this guide

1. Identify the road safety issue or issues requiring action.
2. Use the *Quick reference issues grid* on page 3 to identify the agency or agencies which have carriage of the issue(s).
3. Refer to pages 16–20 for further information on specific school issues AND to the contents listed on page 1 to locate further information on the relevant agency or agencies available to assist schools.
4. Photocopy and complete a copy of the form on page 4 for each agency involved. The form must be signed by the principal.
5. Post or fax your form(s) and supporting documentation to the appropriate agency or agencies.

Road categories: local, regional or state

To complete the form on page 4, you will need to be aware of the category of the road(s) involved.

Every road in NSW is categorised as either a local, regional or state road.

To identify the category of the road(s) on which your school is situated, check with:

- your local council
- your RTA regional Safety Around Schools coordinator.

For contact information on your local council, refer to <http://www.dlg.nsw.gov.au>

Refer to page 15 for contact details of your RTA regional Safety Around Schools coordinator.

Local and regional roads are the responsibility of your local council, while state roads are the responsibility of the RTA.

The RTA is responsible for speed limits on all roads.

| Category of road | Organisation responsible |
|------------------|--------------------------|
| Local road | Your local council |
| Regional road | Your local council |
| State road | The RTA |

Quick reference issues grid

A black tick (✓) indicates agency/agencies involved in this issue. A purple cross (+) indicates the agency to which your concerns should be addressed. The reporting form is on page 4.

| | Schools | Education agencies | Your local council | NSW Police | Ministry of Transport | Private bus operators OR State Transit Buses | RTA |
|--|---------|--------------------|--------------------------|------------|-----------------------|--|------------------|
| | page 5 | pages 6–7 | page 8 | page 9 | page 10 | pages 11–12 | pages 13–15 |
| Road safety education resource materials | ✓ | ✓ | | | | | + |
| Organising a new bus stop or moving an existing bus stop | | | + | | ✓ | ✓ | ✓ state roads |
| Installing or moving a bus zone | | | + local & regional roads | | ✓ | ✓ | + state roads |
| Requesting changes to a bus route or timetable | | | | | ✓ | + | ✓ state roads |
| <i>Code of Conduct</i> and student behaviour on buses | ✓ | | | | + | ✓ | ✓ |
| Footpaths in the vicinity of the school | | | + | | | | |
| 40km/h school zones operating times | | | | | | | + |
| Road signs and patches for 40km/h school zones | | | | | | | + |
| Speeding in 40km/h school zones | ✓ | | ✓ | + | | | ✓ |
| Changing a direct access point at a school | ✓ | ✓ | | | | | + |
| Legislative changes: keeping school community informed | ✓ | ✓ | | | | | + |
| Illegal parking: educating the school community | ✓ | ✓ | | | | | + |
| Parking enforcement | | | + | ✓ | | | |
| Parking changes | | | + local & regional roads | | | | + state roads |
| Road pavement repairs | | | + local & regional roads | | | | + state roads |
| Installation, repair, replacement of road signs (excluding signs in 40km/h school zones – see above) | | | + local & regional roads | | | | + state roads |
| Pedestrian crossings: installation and repairs | | | + local & regional roads | | | | + state roads |
| Children's Crossing flags | ✓ | | + | | | | ✓ |
| School crossing supervisors | ✓ | | | | | | + |
| Off-road shared bicycle paths and cycleways | | | + | | | | |
| Courtesy speed checks | | | + | | | | |
| Traffic calming devices, eg roundabouts, speed humps, pedestrian blisters | | | + local & regional roads | | | | + state roads |
| Traffic signals (lights) | | | | ✓ | | | + |
| Driver behaviour of senior secondary school students | ✓ | + | | + | | | ✓ |
| Accessing parent workshops <i>Helping learner drivers become safer drivers</i> | | | + | | | | ✓ |

Reporting form for addressing road safety issues around schools

A separate sheet should be used for each agency involved.

1. Complete your school's details.

School Name _____

Street Address _____ Town/Suburb _____ Postcode _____

Telephone _____ Fax _____ Email _____

2. Outline the road safety issue(s) requiring action in the vicinity of your school.

| Issue | Name of road(s) or street(s) involved Please use a separate line for each issue. | Road category See page 2 for categories | Agency responsible for this street/road or issue Options: local council; police; Ministry of Transport; local bus operator/State Transit Buses; RTA (Refer to page 3 for further information) |
|-------|---|--|--|
| | | | |
| | | | |
| | | | |

3. Outline details of any previous actions in relation to the issue listed in (2) above, attaching copies of relevant documentation.

| Form of action, eg letter, email, meeting | Recipient | Date | Response |
|---|-----------|------|----------|
| | | | |
| | | | |
| | | | |

Principal's name

Principal's signature

Date

4. Send completed form and copies of documentation to the relevant agency/agencies, eg your local council (contact details <http://www.dlg.nsw.gov.au>); police (contact details, page 9); your regional Ministry of Transport office (contact details, page 10) your local private bus operator (contact details, page 11); your local State Transit Buses depot (contact details page 12); or your regional RTA office (contact details, page 15).

Schools

The NSW road safety education program

This program provides quality road safety education from early childhood to the senior years of schooling. Stage-appropriate teaching and learning resources are developed in cooperation with each of the education sectors and the Office of the Board of Studies NSW. All resources are based on the Board of Studies K–6 or 7–10 Personal Development, Health and Physical Education syllabuses and are distributed to all NSW schools free of charge.

Road safety issues addressed in primary schools include safety as a car and bus passenger, pedestrian and when riding on wheels – bicycles, scooters, skateboards and rollerskates/blades. Resources for secondary schools also cover student pre-driver and driver education. The program includes the safe use of traffic facilities around the school.

Delivery of the road safety education program

Teachers deliver the road safety education program as part of the Personal Development, Health and Physical Education curriculum in Years K–12. Resources include strategies for communicating road safety information with parents, carers and the school community.

Refer to page 21 for advice on obtaining the road safety education resources mentioned in this document.

Refer to page 22 for advice on obtaining the resources that support safe travel to and from school.

Road safety education consultants and advisers

The RTA funds the implementation of the road safety education program by road safety education consultants and advisers. The road safety education consultant/adviser works with school staff to enhance or develop effective management practices such as school policy and management plans that support safe pedestrian, passenger, cycling and student driver behaviour.

Refer to page 7 for contact details of education agencies.

Keeping the school community informed of relevant legislative changes

The RTA provides parent communication material to assist schools and school communities to keep abreast of legislative changes affecting the traffic environment of the school, eg minimum fines and minimum loss of demerit points for illegal parking, speeding in 40km/h school zones and safety around school buses. These publications are updated periodically and are distributed free of charge to each NSW school. They are also available on the RTA website (www.rta.nsw.gov.au).

Bus safety education in the primary school

Teachers in NSW primary schools deliver bus safety education through the use of the *Move Ahead with Street Sense School Bus Safety Resource*. This resource was developed in conjunction with the education sectors, the Ministry of Transport, State Transit and the Bus and Coach Association of NSW. It is available in every NSW primary school and can involve the local bus operator visiting the school and working with school staff to highlight bus safety issues in the local traffic environment.

Refer to page 21 for details on obtaining this resource.

Cycling skills

There is no legal age when children may cycle on-road, but primary school children are not mature enough to cycle on-road as part of the traffic. Until they are 12, children and the adults accompanying them may cycle on the footpath, unless the path is otherwise signposted. When cycling on the footpath, primary school students are at risk when cycling across driveways where vehicles may be entering or exiting.

Contacts

The school principal is the initial contact for all school road safety issues.

Education agencies

The RTA's program partners in the NSW school sector include:

- NSW Department of Education and Training (DET)
- The Catholic Education Commission NSW (CEC)
- The Association of Independent Schools of NSW (AIS)

Functions of the road safety education consultants and advisers include:

- implementing the RTA's curriculum-based NSW road safety education program in NSW schools
- promoting free RTA road safety curriculum resources and support materials for use by students, teachers and the school community
- providing professional development and support for teachers in the delivery of the RTA's road safety education program within the Personal Development, Health and Physical Education curriculum
- providing advice on strategies that involve parents and the school community in the road safety education of students

- supporting the development and implementation of school road safety management practices and policies to complement the road safety messages delivered in the curriculum.

While each of the state's three education agencies plays a major role in road safety education, their function does not usually include involvement in dealing with road safety issues in the traffic environment of the school.

The RTA works in close consultation with the Office of the Board of Studies NSW in syllabus-related road safety education matters and school registrations.

The education agencies can assist with the following road safety issues around schools:

New schools and redeveloped school sites

The education agencies and/or the Office of the Board of Studies NSW provide the RTA with advice on approved new school sites or existing school sites being redeveloped to ensure appropriate zoning and educational support is provided.

Contact details for education agencies

For details on the road safety education consultant/adviser who services your school please contact your education agency. Contact details are included below.

NSW Department of Education and Training

Manager, Road Safety Education Program

Website www.curriculumsupport.nsw.edu.au
Phone 9886 7636
Fax 9886 7655
Address Curriculum K–12 Directorate
NSW Department of Education and Training
3A Smalls Road, Ryde NSW 2112

Catholic Education Commission NSW

Manager, Road Safety Education Program

Website www.cecnsw.catholic.edu.au
Phone 9287 1555
Fax 9264 6308
Address Catholic Education Commission NSW
PO Box A169, South Sydney NSW 1235

The Association of Independent Schools of NSW

Manager, Road Safety Education Program

Website www.aisnsw.edu.au
Phone 9299 2845
Fax 9290 2274
Address The Association of Independent Schools of NSW
Level 4, 99 York Street, Sydney NSW 2000

Your local council

Most road safety issues on local and regional roads are the responsibility of your local council.

Refer to page 2 for information on identifying local, regional or state roads.

Responsibilities of your local council in relation to addressing road safety issues around schools include:

- constructing and maintaining pedestrian crossings, bus stops and bus zones on local and regional roads
- developing and maintaining footpaths, bicycle lanes and off-road shared pedestrian and bicycle paths in the vicinity of the school
- maintaining most road signs on local and regional roads
- maintaining road pavements on local and regional roads
- providing new and replacement Children's Crossing flags to schools
- installing traffic calming devices, eg speed humps, roundabouts, refuges and/or kerb blisters to reduce excessive speeding on local and regional roads
- convening a local traffic committee
- providing parking officers
- providing 'drop off and pick up' zones through the installation of 'No Parking' zones
- approving parking restrictions on local and regional roads.

Council's local traffic committee

Councils have a local traffic committee with a representative from:

- the council
- NSW Police
- RTA
- State Member of Parliament or their nominee.

The local traffic committee advises the council on matters referred to it. These matters relate to traffic control devices, eg parking signs, pedestrian crossings, roundabouts etc.

Local traffic committees might not meet regularly. To ensure that your school's issue is addressed within a reasonable time, check the date of your council's next local traffic committee meeting. A school representative may be invited to present an issue to the committee meeting.

When public passenger transport matters are involved, the council must consult with the Ministry of Transport.

The local traffic committee is an advisory body only. Final decisions rest with elected council members.

Contacting the general manager of your local council

Having identified a specific road safety problem as a local council issue, the school principal should contact the general manager of the local council.

All correspondence should be addressed to the council's general manager. The matter may then be referred to the local traffic committee or to another council representative, eg the road safety officer or traffic engineer.

Refer to page 4 for *Reporting form for addressing road safety issues around schools*.

Contact information for your local council

Refer to <http://www.dlg.nsw.gov.au> for contact information on your local council.

The NSW Police is the principal road safety enforcement agency. Its responsibilities include:

- promoting voluntary driver compliance in and around schools
- enforcing the law on the road system, including:
 - speed limits
 - 40km/h school zones
 - observance of traffic lights
 - parking restrictions
- liaising with other agencies regarding engineering and environmental solutions to road safety issues around schools.

Contacting the police regarding road safety issues around schools

All correspondence to the NSW Police should be addressed through the school principal, to the local area commander at the local police station.

Refer to page 4 for the *Reporting form for road safety issues around schools*

Agencies involved in managing school bus safety issues

The Ministry of Transport and accredited bus operators are involved in managing issues relating to school bus safety.

- **Ministry of Transport (MoT)**

The Ministry of Transport develops guidelines for managing student behaviour on buses.

There are two providers of school bus services in NSW:

- **Private bus service providers (BCA)**

The Bus and Coach Association of New South Wales is the peak industry organisation for the bus and coach sector. See page 11.

- **State Transit Authority of New South Wales (STA)**

State Transit Authority of New South Wales is the government-owned authority responsible for the operations of Sydney Buses and Newcastle Buses. The Liverpool-Parramatta T-way is operated by Western Sydney Buses, a subsidiary of State Transit. See page 12.

Ministry of Transport

Responsibilities of the Ministry of Transport in relation to road safety issues around schools include:

- developing and reviewing the appropriateness of the *Code of Conduct* for student behaviour on buses in consultation with schools, bus operators, parent groups and bus driver representatives
- promoting school bus safety education
- approving bus stops.

Contact details for regional Ministry of Transport offices

Parramatta Office

Email mail@transport.nsw.gov.au
Website www.transport.nsw.gov.au
Timetable
Information www.131500.com.au
Phone 9891 8900 or toll free 1800 227 774
Fax 9891 8999
Address 16–18 Wentworth Street, Parramatta NSW 2150

Newcastle Office

Email mail@transport.nsw.gov.au
Website www.transport.nsw.gov.au
Timetable
Information www.131500.com.au
Phone 4929 7006 or toll free 1800 049 983
Fax 4929 6288
Address 239 King Street, Newcastle NSW 2300

Wollongong Office

Email mail@transport.nsw.gov.au
Website www.transport.nsw.gov.au
Timetable
information www.131500.com.au
Phone 4224 3333 or toll free 1800 049 961
Fax 4226 4117
Address 221–229 Crown Street, Wollongong NSW 2500

Private bus operators

The private bus industry is a major provider of public transport in NSW.

The Bus and Coach Association of New South Wales is the peak industry organisation for the bus and coach sector.

Responsibilities of private bus operators in relation to road safety issues around schools include:

- contributing towards the development of policy and building relationships to increase public transport use
- determining student eligibility entitlements for the School Student Transport Scheme
- ensuring that each bus operator's contractual obligations to the Ministry of Transport are maintained
- ensuring the safety of all students on school buses, including safe pick up and drop off
- responsibility for the behaviour of students on buses and contacting schools in cases of student misbehaviour
- promoting bus safety education in conjunction with the RTA and the school
- location of bus stops.

The local bus operator is the principal's first point of contact regarding issues on and around buses operated by private bus operators.

Contact details for the Bus and Coach Association of NSW

Website www.bcansw.com.au

Phone 8839 9500

Fax 9683 1465

Address The Executive Director
Bus and Coach Industrial Association (NSW)
Locked Bag 13,
North Parramatta NSW 1750

Details of your concerns can be forwarded to the manager of your local bus company using the form on page 4.

State Transit buses

The State Transit Authority of New South Wales is the government-owned authority responsible for the operations of Sydney Buses and Newcastle Buses.

The Liverpool-Parramatta T-way is operated by Western Sydney Buses, a subsidiary of State Transit.

Responsibilities of State Transit buses in relation to road safety issues around schools include:

- accrediting and authorising drivers and operators of public passenger vehicles, including bus drivers
- administering the *School Student Transport Scheme* and the contracts for school bus services
- participating in the development and review of the appropriateness of the *Code of Conduct* for student behaviour on buses in consultation with schools,

bus drivers, parent groups and bus driver representatives

- regulating passenger transport services, including the provision of school bus services under the *School Student Transport Scheme*
- promoting school bus safety education in conjunction with the school.

For schools serviced by State Transit buses, which service mainly the greater metropolitan area, the principal's first point of contact regarding issues on and around buses is the manager of the local State Transit depot.

Contact details for the fourteen State Transit depots

| Depot | Telephone | Depot | Telephone |
|------------|-----------|--------------|-----------|
| Waverley | 9298 6614 | Willoughby | 9941 9215 |
| Randwick | 9298 6714 | Port Botany | 9592 7614 |
| Ryde | 9941 6850 | Mona Vale | 9997 1256 |
| Brookvale | 9941 5814 | North Sydney | 9245 5260 |
| Kingsgrove | 9582 3014 | Burwood | 9582 4415 |
| Leichhardt | 9582 5915 | Bonnyrigg | 9610 7724 |
| Belmont | 4945 0318 | Hamilton | 4961 8922 |

Roads and Traffic Authority

The RTA is the lead agency for road safety in NSW.

In relation to road safety education in NSW schools, the responsibilities of the RTA include:

- developing and distributing free curriculum-based road safety education resources to schools, for the road safety education of students in K–12 through collaboration with the NSW Department of Education and Training; Catholic Education Commission NSW; The Association of Independent Schools of NSW and the Office of the Board of Studies NSW
- providing road safety information and advice for the school and school community
- keeping schools informed of changes in legislation relevant to the school and school community.

In relation to road safety issues around schools, the responsibilities of the RTA include:

- funding and managing the NSW Safety Around Schools program
- appointing school crossing supervisors for infants and primary schools, where pedestrian and vehicle numbers meet current RTA warrants, on NSW local, regional and state roads
- approving speed limits on all NSW roads
- installing 40km/h school zones on roads with a direct access point to a school, unless otherwise specified
- maintaining all 40km/h school zone signage and patches on NSW local, regional and state roads
- installing and maintaining traffic lights on NSW local, regional and state roads
- maintaining road pavement on state roads
- providing and maintaining pedestrian crossings on state roads
- providing and maintaining road signs on state roads
- coordinating the efforts of other agencies as appropriate in road safety issues around schools.

Map of RTA Regions



RTA regional contact list for Safety Around Schools Coordinators and School Crossing Supervisor Coordinators

| RTA Region | RTA Regional Safety Around Schools Coordinators | RTA Regional School Crossing Supervisor Coordinators |
|--|--|---|
| Sydney PO Box 973 Parramatta CBD NSW 2124 | School Projects Officer Phone 8849 2175 Fax 8849 2745 | Coordinator School Crossing Supervisor Program Phone 1300 728 543 Fax 8849 2800 |
| Hunter Locked Bag 30 Newcastle NSW 2300 | Safety Around Schools Coordinator Phone 4924 0656 Fax 4924 0659 | Coordinator School Crossing Supervisor Program Phone 4924 0334 Fax 4924 0347 |
| Southern PO Box 477 Wollongong East NSW 2520 | Safety Around Schools Coordinator Phone 4221 2539 Fax 4227 3705 | Coordinator School Crossing Supervisor Program Phone 4221 2584 Fax 4227 3705 |
| Northern PO Box 576 Grafton NSW 2460 | Manager, Road User Safety Phone 6640 1300 Fax 6640 1304 | Coordinator School Crossing Supervisor Program Phone 6732 9106 Fax 6732 9196 |
| South West PO Box 484 Wagga Wagga NSW 2650 | Safety Around Schools Project Officer Phone 6937 1650 Fax 6938 1183 | Coordinator School Crossing Supervisor Program Phone 6938 1144 Fax 6938 1183 |
| Western Region PO Box 334 Parkes NSW 2870 | Safety Around Schools Road User Safety Project Officer Phone 6861 1684 Fax 6861 1414 | Coordinator School Crossing Supervisor Program Phone 6861 1481 Fax 6861 1414 |

Contacting the appropriate agency

All issues to be addressed should be agreed to by the school principal

| Road safety issue | Contacting the appropriate agency |
|--|---|
| <p>Buses</p> <p>Student behaviour on buses</p> <p>Principals are encouraged to liaise with the manager of their local bus operator (for schools serviced by privately owned buses) or the manager of the local bus depot (for schools serviced by State Transit buses).</p> | <p>Contact your local bus operator.</p> <p>Refer to page 11 for contact details of the Bus and Coach Association and page 12 for the contact details of State Transit depot managers.</p> |
| <p>Code of Conduct</p> <p>The Ministry of Transport provides a <i>Code of Conduct</i> in relation to student behaviour on buses. This document assists principals, bus drivers and bus operators to deal with student behavioural issues. Depending on the severity of the behaviour, a student's subsidised bus travel pass may be suspended or withdrawn.</p> | <p>Refer to page 10 for contact details of your nearest regional office of the Ministry of Transport.</p> |
| <p>Installing a new bus stop or moving an existing bus stop</p> <p>To organise a new bus stop, or to investigate having a bus stop moved, the principal should contact the local bus operator and the local council.</p> <p>If the issue cannot be resolved between the school, the bus operator and local council, the school principal should contact the appropriate regional office of the Ministry of Transport. The Ministry of Transport would then review and resolve the issue.</p> <p>This procedure applies to bus stops on local, regional and state roads.</p> | <p>Contact your local bus operator and your local council.</p> <p>Refer to page 10 for contact details of your nearest regional office of the Ministry of Transport.</p> |
| <p>Installing or moving a bus zone</p> <p>A bus zone is restricted to buses only. Requests to change a bus zone on a local or regional road should be forwarded to your local council and the council's local traffic committee.</p> <p>Requests on state roads should be forwarded to the RTA.</p> | <p>Contact your local council.</p> <p>Refer to http://www.dlg.nsw.gov.au for contact information on your local council.</p> |
| <p>Requesting changes to a bus route or timetable</p> <p>To request a change in a bus route or timetable, the principal should contact the local bus operator. If the principal is not satisfied with the bus operator's response to an enquiry about changes to services, he/she can contact the nearest office of the Ministry of Transport to review the issue.</p> | <p>Contact your local bus operator.</p> <p>Refer to page 10 for contact details of your nearest regional office of the Ministry of Transport.</p> |

| | |
|---|---|
| <p>Driving issues and senior secondary school students</p> <p>Addressing driving behaviour of senior secondary school students</p> <p>Schools may use school-based RTA road safety education resources to:</p> <ul style="list-style-type: none"> • educate senior students on their responsibilities as drivers • advise both students and parents of changes to legislation. <p>The safe driving practices of students can be reinforced through the development of school-based policy and management practices.</p> <p>Accessing the parent workshops <i>Helping learner drivers become safer drivers</i></p> <p>In conjunction with the RTA, local councils around NSW conduct free workshops for parents and supervisors of learner drivers. Usually run or organised by the council's road safety officer, these workshops offer practical advice on assisting young people become safer drivers.</p> <p>Topics the course covers include using the <i>Learner Driver Log Book</i>, planning driving sessions and dealing with difficulties that may arise during driving practice.</p> | <p>Refer to page 21 for the RTA's road safety education programs for secondary schools.</p> <p>Contact details for education agencies are included on page 7.</p> <p>Information on road safety programs for both drivers and passengers is available on the RTA website www.rta.nsw.gov.au</p> <p>For information on workshops in your local area call the RTA on 13 22 13 or contact the road safety officer in your local council.</p> |
| <p>Footpaths</p> <p>Maintaining footpaths in the vicinity of the school</p> <p>Your local council is responsible for the provision and maintenance of footpaths and shared paths in the vicinity of schools on all roads, ie local, regional and state roads.</p> | <p>Contact your local council.</p> <p>Refer to page 2 for information on identifying local, regional or state roads.</p> |
| <p>40Km/h school zones</p> <p>40km/h school zones – operating times</p> <p>The majority of 40km/h school zones operate from 8:00 to 9:30 am and 2:30 to 4:00 pm on school days. School days are defined as those gazetted by the NSW Government as being within school terms. Schools, irrespective of their term dates, have enforceable 40km/h school zones in line with NSW Department of Education and Training school terms. Staff development days (pupil free days) are considered school days.</p> <p>There are a small number of non-standard 40km/h school zone times in New South Wales. Red signs at these schools display the non-standard times which apply. Non-standard school zone times will be approved by RTA Corporate Office in exceptional circumstances only.</p> | <p>Road safety issues around schools Information for parents</p> <p>This document includes information on 40km/h school zones, parking signs, minimum parking fines and minimum loss of demerit points. <i>The Move Ahead with Street Sense Translations CD-ROM</i> contains this document in 22 community languages. Both publications are available in your school or can be downloaded from the RTA website www.rta.nsw.gov.au Refer to page 21 for more information.</p> |
| <p>Road signs and patches for 40km/h school zones on any road</p> <p>The RTA should be advised of any obscured, damaged or faded 40km/h school zone signage, including road patches, on ANY road, ie:</p> <ul style="list-style-type: none"> • a local road • a regional road • a state road. | <p>Refer to page 15 for the contact details of your regional RTA Safety Around Schools coordinator.</p> |

Contacting the appropriate agency

| | |
|--|--|
| <p>Speeding in 40km/h school zones</p> <p>– role of the school</p> <p>Schools can address this issue by promoting safe driving in a 40km/h school zone to the school community via the school newsletter or the distribution of printed material provided by the RTA.</p> <p>– role of your local council</p> <p>The principal should contact the general manager of the local council who may pass the inquiry to the road safety officer. The road safety officer may then work with the school community to raise road safety awareness and improve the behaviour of drivers and pedestrians.</p> <p>– role of police</p> <p>The police may enforce speed limits in 40km/h school zones and respond to complaints by the school principal.</p> <p>– role of RTA</p> <p>The RTA produces public education campaigns and information to encourage drivers to comply with the speed limit in 40km/h school zones.</p> | <p>Road safety issues around schools Information for parents</p> <p>This document includes information on 40km/h school zones, parking signs, minimum parking fines and minimum loss of demerit points. The <i>Move Ahead with Street Sense Translations CD-ROM</i> contains this document in 22 community languages. Both publications are available in your school or can be downloaded from the RTA website: www.rta.nsw.gov.au</p> <p>Refer to page 21 for more information.</p> <p>The RTA website contains a list of gazetted school days: www.rta.nsw.gov.au</p> |
| <p>Changing a direct access point at a school</p> <p>Schools are requested to contact their regional RTA Safety Around Schools coordinator if a school creates a new direct access point or closes an existing direct access point to the school so that a 40km/h school zone can be installed or removed.</p> | <p>Refer to page 15 for the contact details of your regional RTA Safety Around Schools coordinator.</p> |
| <p>Legislative changes</p> <p>Keeping the school community informed of relevant legislative changes</p> <p>The RTA provides communication material to assist schools and school communities keep abreast of legislative changes affecting the traffic environment of the school, eg minimum fines and minimum loss of demerit points for illegal parking, speeding in 40km/h school zones and safety around school buses.</p> | <p>Parent and school community brochures and other publications are updated periodically and distributed free to schools. Primary schools can order community materials through their <i>NSW road safety education catalogue Primary</i>. They are also available on the RTA website: www.rta.nsw.gov.au</p> |
| <p>Parking problems</p> <p>Educating the school community</p> <p>The school and school parent group can assist by educating the school community on the importance of driving and parking safely around schools, by:</p> <ul style="list-style-type: none"> • promoting legal parking in the school newsletter • informing the school community of the dangers to children of illegal parking • encouraging parents/carers to consider alternative means of transport, eg walking to and from school • parking some distance from the school and walking to the school gate. <p>Involving your local council or police</p> <p>The school principal should notify the police or the local council if vehicles are illegally parked. Parking officers in most local councils are responsible for issuing infringement notices for parking offences.</p> | <p>Road safety issues around schools Information for parents</p> <p>For information on parking signs, minimum parking fines and minimum loss of demerit points, refer to your school's copy of this document. See page 21 to obtain a further copy. This document is available in 22 community languages on the <i>Move Ahead with Street Sense Translations CD-ROM</i>. It can be downloaded from the RTA website: www.rta.nsw.gov.au</p> |

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| <p>Pedestrian crossings</p> <p>Constructing and maintaining pedestrian crossings</p> <p>– on local and regional roads</p> <p>Your local council is responsible for the installation and maintenance of all pedestrian crossings and pedestrian facilities (excluding traffic control signals) on local and regional roads.</p> <p>– on state roads</p> <p>The RTA is responsible for pedestrian crossings on state roads only. Pedestrian crossings are installed where pedestrian and vehicle numbers meet the warrant.</p> | <p>Contact your local council regarding pedestrian crossings on local or regional roads.</p> <p>Refer to page 15 for the contact details of your regional RTA Safety Around Schools coordinator.</p> |
| <p>Road pavement</p> <p>Addressing issues with road pavement</p> <p>– on local and regional roads</p> <p>Report any road pavement issues to your local council.</p> <p>– on state roads</p> <p>Contact your regional RTA office if there are pavement problems on a state road.</p> | <p>Contact your local council.</p> <p>Refer to page 15 for the contact details of your regional RTA Safety Around Schools coordinator.</p> |
| <p>Road signs</p> <p>Maintaining road signs on local and regional roads</p> <p>Your local council</p> <p>Your local council is responsible for maintaining MOST road signs on local and regional roads.</p> <p>Council's responsibilities include the repair of damaged road signs and ensuring that each sign is clearly visible.</p> <p>The RTA</p> <p>The RTA is responsible for the following signs on ALL NSW roads, ie local, regional and state:</p> <ul style="list-style-type: none"> • speed limit signs • 40km/h school zone signage and associated road markings (including 40km/h patches). <p>The RTA is responsible for the following signs on STATE roads:</p> <ul style="list-style-type: none"> • all traffic signs, including the repair of signs and ensuring that signs are visible, ie neither obscured by vegetation, nor faded. | <p>Contact your local council.</p> <p>Refer to page 2 for information about local, regional and state roads.</p> <p>Refer to page 15 for the contact details of your regional RTA Road Safety Around Schools coordinator.</p> |
| <p>School crossing flags</p> <p>Obtaining replacement school crossing flags for an approved Children's Crossing</p> <p>The RTA funds your local council to provide new and replacement Children's Crossing flags. The principal of every school is authorised to display or remove Children's Crossing flags or to delegate this authority to a person of at least eighteen years.</p> | <p>Contact your local council.</p> |

Contacting the appropriate agency

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| <p>School crossing supervisors</p> <p>Employing a school crossing supervisor</p> <p>The RTA is responsible for the management of school crossing supervisors on all roads in NSW. A school crossing supervisor coordinator is located in each RTA regional office.</p> <p>On written request from the principal, the RTA will assess the school's eligibility for a school crossing supervisor to be employed for a school's pedestrian crossing. School crossing supervisors are often selected from the school community. The regional office of the RTA may invite the school to participate in the process of recruiting and appointing the school crossing supervisor.</p> | <p>Refer to page 15 for the contact details of your regional RTA school crossing supervisor coordinator.</p> |
| <p>Shared pedestrian and bicycle paths and cycleways</p> <p>Maintenance of shared pedestrian and bicycle paths and cycleways</p> <p>Your local council is responsible for the development, planning, construction and maintenance of the council's bike plan. The bike plan may include on-road bike lanes and off-road shared pedestrian and bicycle paths and cycleways.</p> | <p>Contact your local council.</p> |
| <p>Speeding: courtesy speed checks</p> <p>Courtesy speed checks</p> <p>Regional offices of the RTA undertake the organisation of courtesy speed checks in a limited number of areas across NSW.</p> <p>Special equipment can be used to display a vehicle's speed, thus providing drivers with a reminder to check their speed regularly.</p> <p>Contact your regional RTA Safety Around Schools coordinator to make inquiries regarding courtesy speed checks in your area.</p> <p>Enforcement issues are not the responsibility of the RTA.</p> | <p>Contact your local council.</p> <p>Refer to the section on the RTA pages 13–15.</p> <p>Refer to the section on NSW Police on page 9.</p> |
| <p>Traffic calming devices</p> <p>Installing traffic calming or traffic management devices on local and regional roads</p> <p>Traffic calming devices used to reduce the speed of vehicles include speed humps, roundabouts, pedestrian refuges and/or kerb blisters.</p> <p>The school principal may contact the local council's traffic engineer or traffic planner to ask that traffic management measures, such as changed line markings or speed humps be considered for a local or regional road. The issues would then be investigated by the council staff. If any or all of the suggested measures are warranted, a report with recommendations would be presented to the council's local traffic committee.</p> | <p>Contact your local council.</p> |
| <p>Traffic signals (Traffic lights)</p> <p>Enforcement</p> <p>The police will be able to assist with enforcement if drivers fail to observe traffic signals (traffic lights) in the vicinity of the school.</p> <p>Installation</p> <p>Traffic signals are installed according to the number of vehicle and pedestrian movements at the site.</p> <p>Maintenance</p> <p>The RTA installs and maintains traffic signals (traffic lights). Contact your regional RTA Safety Around Schools coordinator.</p> | <p>Refer to the section on NSW Police on page 9.</p> <p>Refer to page 15 for the contact details of your regional RTA Safety Around Schools coordinator. Failed traffic signals should be reported to the RTA's Transport Management Centre on 13 17 00.</p> |

Obtaining resources mentioned in this document

| Title and stock number | Description | User groups | Road safety content | Obtaining the resource |
|---|---|---|---|---|
| <i>The NSW road safety education catalogue Primary</i> Stock No: 4509 2304 | <ul style="list-style-type: none"> catalogue of RTA teaching and learning materials available for use in primary schools | <ul style="list-style-type: none"> primary schools SSPs (where stage-appropriate) secondary IECs schools with support units | <ul style="list-style-type: none"> car passenger safety bus passenger safety safety on wheels pedestrian safety | <ul style="list-style-type: none"> email: rtaorders@mcmillanprint.com.au contact your road safety education consultant/adviser |
| <i>The NSW road safety education catalogue Secondary</i> Stock No: 4509 3082 | <ul style="list-style-type: none"> catalogue of RTA teaching and learning materials available for use in secondary schools | <ul style="list-style-type: none"> secondary schools | <ul style="list-style-type: none"> car, bus passenger safety pedestrian safety safety on wheels pre-driver young driver | <ul style="list-style-type: none"> email: rtaorders@mcmillanprint.com.au contact your road safety education consultant/adviser |
| <i>A practical guide to addressing road safety issues around schools</i> Stock No: 4509 2293 | <ul style="list-style-type: none"> title of this document | <ul style="list-style-type: none"> primary schools secondary schools SSPs | <ul style="list-style-type: none"> road safety issues in the vicinity of the school | <ul style="list-style-type: none"> email: rtaorders@mcmillanprint.com.au call the RTA on 1800 06 06 07 order through your Primary or Secondary road safety education catalogue |
| <i>Code of Conduct</i> | <ul style="list-style-type: none"> document outlining behavioural expectations for school students on buses | <ul style="list-style-type: none"> primary schools secondary schools SSPs | <ul style="list-style-type: none"> bus passenger safety | <ul style="list-style-type: none"> contact nearest regional office of Ministry of Transport, see page 10 |
| <i>Move Ahead with Street Sense School Road Safety Education Resource</i> Stock Nos: 4509 8019, 4509 8020, 4509 8021 | <ul style="list-style-type: none"> stages 1-3 teaching and learning curriculum road safety education resource | <ul style="list-style-type: none"> primary schools SSPs (where stage-appropriate) secondary IECs schools with support units | <ul style="list-style-type: none"> car passenger safety bus passenger safety safety on wheels pedestrian safety | <ul style="list-style-type: none"> contact your road safety education consultant/adviser email: rtaorders@mcmillanprint.com.au order through your Primary road safety education catalogue |
| <i>Move Ahead with Street Sense School Bus Safety Resource</i> Stock Nos: 4509 8042, 4509 8044 and 4509 8046 | <ul style="list-style-type: none"> stages 1-3 curriculum bus safety resource which includes stage-appropriate student videos, parent video, teacher and bus operator booklets | <ul style="list-style-type: none"> primary schools SSPs (where stage-appropriate) secondary IECs schools with support units | <ul style="list-style-type: none"> bus passenger safety pedestrian safety | <ul style="list-style-type: none"> contact your road safety education consultant/adviser email: rtaorders@mcmillanprint.com.au order through your Primary road safety education catalogue |
| <i>Move Ahead with Street Sense Translations CD-ROM.</i> Stock No: 4509 8087 | <ul style="list-style-type: none"> communicates basic road safety messages to the school community in 22 community languages – includes 4509 2292, 4509 2289, 4509 2307 | <ul style="list-style-type: none"> primary schools SSPs (where stage-appropriate) secondary schools | <ul style="list-style-type: none"> car passenger safety bus passenger safety safety on wheels pedestrian safety | <ul style="list-style-type: none"> email: rtaorders@mcmillanprint.com.au order through your Primary or Secondary road safety education catalogue contact your road safety education consultant/adviser |
| <i>Road Risks – Your Choice</i> Stock No: 4509 3204 | <ul style="list-style-type: none"> stage 4 teaching and learning road safety education curriculum resource | <ul style="list-style-type: none"> secondary schools | <ul style="list-style-type: none"> risk behaviours decision making personal responsibility when using the road | <ul style="list-style-type: none"> contact your road safety education consultant/adviser email: rtaorders@mcmillanprint.com.au |
| <i>Road safety issues around schools Information for parents</i> Stock No: 4509 4513 | <ul style="list-style-type: none"> communicates messages to the school community on issues including parking, 40km/h speed zones, safety around buses –school newsletter excerpts included | <ul style="list-style-type: none"> primary schools secondary schools SSPs (where stage-appropriate) | <ul style="list-style-type: none"> safety around school issues safety for students travelling to and from school | <ul style="list-style-type: none"> order through your Primary or Secondary road safety education catalogue contact your road safety education consultant/adviser call the RTA on 1800 06 06 07 |
| <i>Shifting Gears</i> Stock No: 4509 3209 | <ul style="list-style-type: none"> stage 5 teaching and learning road safety education curriculum resource | <ul style="list-style-type: none"> secondary schools | <ul style="list-style-type: none"> driving factors leading to crashes risk behaviours decision making personal responsibility when using the road | <ul style="list-style-type: none"> contact your road safety education consultant/adviser email: rtaorders@mcmillanprint.com.au |

Obtaining resources to support safe travel to and from school

| Title and stock number | Description | User groups | Road safety content | Obtaining the resource |
|--|--|--|---|--|
| <i>Safe school travel Tips for parents and carers</i> Stock No: 4509 2292 | <ul style="list-style-type: none"> A5 brochure for parents and carers on safe travel to and from school a 'safety door' sticker is included | <ul style="list-style-type: none"> primary schools SSPs (where stage-appropriate) | <ul style="list-style-type: none"> car passenger safety bus passenger safety safety on wheels pedestrian safety | <ul style="list-style-type: none"> email: rtaorders@mcmillanprint.com.au order through your Primary road safety education catalogue call the RTA on 1800 06 06 07 contact your road safety education consultant/adviser |
| <i>School bus safety How parents can help</i> Stock No: 4509 2289 | <ul style="list-style-type: none"> A5 brochure for parents and carers delivering road safety advice on school bus travel | <ul style="list-style-type: none"> primary schools SSPs (where stage-appropriate) | <ul style="list-style-type: none"> bus passenger safety pedestrian safety | <ul style="list-style-type: none"> email: rtaorders@mcmillanprint.com.au order through your Primary road safety education catalogue call the RTA on 1800 06 06 07 contact your road safety education consultant/adviser |
| <i>The law and safety advice for bicycles, rollerblades, scooters and skateboards</i> Stock No: 4509 2307 | <ul style="list-style-type: none"> A4 flyer outlines what the law says and safety advice about bicycles, rollerblades, scooters and skateboards | <ul style="list-style-type: none"> primary schools secondary schools SSPs (where stage-appropriate) | <ul style="list-style-type: none"> safety on wheels | <ul style="list-style-type: none"> email: rtaorders@mcmillanprint.com.au order through your Primary or Secondary road safety education catalogue call the RTA on 1800 06 06 07 contact your road safety education consultant/adviser |
| <i>A buyer's guide to child restraints</i> Stock No: 4509 4748 | <ul style="list-style-type: none"> brochure comparing safety ratings and ease of installation of various infant capsules, child seats and booster seats | <ul style="list-style-type: none"> early childhood primary schools SSPs (where stage-appropriate) | <ul style="list-style-type: none"> car passenger safety | <ul style="list-style-type: none"> email: rtaorders@mcmillanprint.com.au call the RTA on 1800 06 06 07 contact your road safety education consultant/adviser |
| <i>Choose right, buckle right</i> Stock No: 4509 4746 | <ul style="list-style-type: none"> brochure on choosing the right restraint for your child's height, weight and age | <ul style="list-style-type: none"> early childhood primary schools SSPs (where stage-appropriate) | <ul style="list-style-type: none"> car passenger safety | <ul style="list-style-type: none"> email: rtaorders@mcmillanprint.com.au call the RTA on 1800 06 06 07 contact your road safety education consultant/adviser |
| <i>Helping teenagers to travel safely</i> Stock No: 4509 3220 | <ul style="list-style-type: none"> A4 flyer on safe travel for students in Stages 4 and 5 | <ul style="list-style-type: none"> secondary schools SSPs (where stage-appropriate) | <ul style="list-style-type: none"> car passenger bus passenger bicycle pedestrian | <ul style="list-style-type: none"> email: rtaorders@mcmillanprint.com.au call <i>Youthsafe</i> on 9809 4615 order through your Secondary road safety education catalogue |
| <i>Helping teenagers become safer drivers</i> Stock No: 4509 4424 | <ul style="list-style-type: none"> A4 flyer on safe driving for students in Stages 5 and 6 | <ul style="list-style-type: none"> secondary schools SSPs (where stage-appropriate) | <ul style="list-style-type: none"> young driver | <ul style="list-style-type: none"> email: rtaorders@mcmillanprint.com.au call <i>Youthsafe</i> on 9809 4615 order through your Secondary road safety education catalogue |
| <i>Helping teenagers Celebrate safely</i> Stock No: 4509 4424 | <ul style="list-style-type: none"> A4 flyer on assisting teenagers manage the risks involved in celebrating through planning and discussion | <ul style="list-style-type: none"> secondary schools SSPs (where stage-appropriate) | <ul style="list-style-type: none"> safe alcohol use safe drug use safe transport home young driver safety passenger safety | <ul style="list-style-type: none"> email: rtaorders@mcmillanprint.com.au call <i>Youthsafe</i> on 9809 4615 order through your Secondary road safety education catalogue |
| <i>Mobile phones and driving</i> Stock No: 5409 4744 | <ul style="list-style-type: none"> brochure outlining the law and penalties for use of a mobile phone while driving | <ul style="list-style-type: none"> secondary schools SSPs (where stage-appropriate) | <ul style="list-style-type: none"> drivers and mobile phone use | <ul style="list-style-type: none"> email: rtaorders@mcmillanprint.com.au call the RTA on 1800 06 06 07 |

Notes

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For further enquiries:



www.rta.nsw.gov.au



1800 060 607

Roads and Traffic Authority