

DIVISION: OPERATIONS

Policy #: OPER-604

POLICY NAME

PARKING LOT AND TRAFFIC SAFETY

POLICY STATEMENT

The Newfoundland and Labrador English School District (“District”) will manage all activities involving traffic flow and parking on school property to ensure a safe environment exists.

BACKGROUND

The purpose of this policy is to mitigate risks/increase safety of vehicular traffic and parking on district sites, and to ensure compliance with relevant legislation.

SCOPE

This policy applies to all users (i.e. staff and visitors) of district parking lots and roadways.

POLICY DIRECTIVES

1. The Operations Division is responsible for the design and layout of school lots and roadways, include traffic flow patterns. On school lots, the school administrators and/or designated staff will ensure that these requirements are followed.
 2. Employees and visitors will ensure district and personal vehicles are legally parked in designated parking spaces. Temporary exceptions are permitted outside of peak student hours (drop off, lunch, dismissal) when related to loading/unloading materials at building entrances.
 3. Wherever and whenever practicable, employees driving district vehicles will reverse into a parking space and drive out forward, except when angle parking does not require reversed parking.
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AMENDED: _____

4. Before leaving a parked vehicle the ignition key must be removed and doors locked to prevent theft or unauthorized starting of vehicle.
5. Blue zone (accessible) parking regulations must be respected at all times.
6. School parking lots are safest when operating efficiently. Wherever practical, schools will have a “drop off” lane for use by parents/guardians with students who can safely and independently disembark in a timely fashion. Drivers dropping off students who require assistance and/or who are delayed in disembarking must use the school parking lot vs drop off lane.
7. Wherever practical, school bus traffic will be physically separated from parent traffic.
8. Any staff or volunteers on lots to assist with traffic or pedestrian flow must wear high visibility vests/jackets.
9. To assure good air quality and reduce greenhouse gasses, the idling of district vehicles should be minimized on lots, and vehicles must not idle where exhaust fumes can enter the facility.
10. The Operations Division may set further site-specific guidelines related to snow clearing, after hours usage, enforcement by third parties, or any other factor as operationally required.

References

[Occupational Health and Safety Act](#)
[Highway Traffic Act](#)

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