



## Traffic Management Policy

### 1. Purpose

The purpose of this policy is to establish clear procedures for the **safe management of traffic** within and around the school premises, ensuring the **protection of students, staff, visitors, and drivers**.

The policy aims to prevent traffic-related incidents and ensure smooth, safe movement of vehicles and pedestrians, in accordance with **ADEK** and **DoT** school safety requirements.

### 2. Scope

This policy applies to:

- All **school buses**, staff, parent, and visitor vehicles.
- **Pedestrian routes, parking areas, drop-off and pick-up zones, and gates**.
- All school staff, students, parents, visitors, security guards, and contractors.

It applies during **school hours, arrival/dismissal times, events, and emergencies**.

### 3. Policy Statement

The school is committed to maintaining a **safe and organized traffic flow** on school premises.

This includes:

- Safe separation between **vehicles and pedestrians**.
- Clear **signage, markings, and parking designations**.
- Controlled entry and exit points.
- Proper supervision during **arrival and dismissal**.
- Compliance with all **DoT and ADEK transport safety standards**.

### 4. Legal and Regulatory Framework

This policy is based on and complies with:

- **ADEK Health, Safety & Environment Framework (2024)**
- **Abu Dhabi Department of Transport (DoT) – School Transport Regulations (2018)**



- **ADOSH 4.0 – Occupational Road and Traffic Safety Requirements**
- **Federal Traffic Law No. 21 of 1995 (as amended)**
- **NCEMA 6000 – Emergency and Crisis Preparedness Standard**
- **ISO 39001:2012 – Road Traffic Safety Management Systems**

## **5. Objectives**

- To prevent traffic accidents within school grounds.
- To ensure the safe arrival and departure of students.
- To minimize congestion and unsafe vehicle movement.
- To provide clear communication and supervision during high-traffic periods.
- To promote respect, patience, and safe driving behavior.

## **6. Roles and Responsibilities**

### **6.1 School Principal / Director**

- Ensure overall compliance with this policy.
- Approve traffic management plans and procedures.
- Allocate sufficient staff and security personnel to manage school gates and parking.

### **6.2 OSH Department / Safety Officer**

- Develop, implement, and review the **Traffic Management Plan**
- Conduct periodic **risk assessments** of parking, entry/exit areas, and pedestrian routes.
- Organize training for staff, security guards, and drivers on traffic safety.
- Record and investigate any traffic-related incidents.

### **6.3 Security and Transport Staff**

- Control vehicle entry and exit during peak hours.
- Direct school buses and private cars to appropriate areas.
- Ensure pedestrian crossings and gates are monitored.
- Report unsafe behavior or near misses to the OSH Officer.



#### 6.4 Drivers (School, Staff, and Parents)

- Follow all speed limits and traffic directions within the school.
- Comply with staff instructions and signage.
- Avoid using mobile phones while driving.
- Park only in designated spaces.
- Do not block pedestrian paths or emergency exits.

#### 6.5 Teachers and Supervisors

- Supervise students during drop-off and pick-up.
- Ensure children use pedestrian walkways safely.
- Report any unsafe situations to the OSH Department.

#### 6.6 Students

- Use only marked walkways and crossings.
- Wait safely inside school gates for pick-up.
- Avoid running, pushing, or stepping near moving vehicles.

#### 7. Traffic Flow and Site Design

The school shall maintain a **Traffic Management Plan** that includes:

- Clearly marked **entry and exit gates** (preferably separate for buses and private vehicles).
- **Pedestrian walkways, barriers, and crossings** to ensure safety.
- Designated **drop-off/pick-up zones** with staff supervision.
- **Speed limit signs** (maximum 20 km/h within school grounds).
- Adequate **lighting and visibility** in parking and entrance areas.
- Separate **emergency vehicle access routes** kept unobstructed at all times.

#### 8. School Bus Operations

- School buses must use **dedicated lanes or parking zones**, separated from private cars.
- Bus supervisors must assist students during boarding and disembarking.
- Bus movements should be scheduled to minimize congestion.



- Reverse parking must be supervised, and horns must not be used within school premises.

### 9. Drop-Off and Pick-Up Procedures

- Drop-off and pick-up times must be **staggered when possible** to reduce congestion.
- Parents must remain inside vehicles during drop-off unless directed otherwise.
- Security personnel must supervise all active zones.
- No vehicle should be left unattended with the engine running.
- Students should not cross lanes without adult supervision.

### 10. Parking Management

- Designated parking areas must be clearly labeled for:
  - School staff
  - Visitors
  - Buses
  - Service vehicles
- **No parking zones** (e.g., fire lanes, loading areas) must be strictly enforced.
- Disabled parking must be provided and clearly marked near main entrances.

### 11. Pedestrian Safety

- Clearly marked pedestrian crossings must connect gates, buildings, and parking areas.
- Barriers or bollards must separate walkways from vehicle lanes.
- Pedestrian access should be prioritized during arrival and dismissal times.
- Students and staff must be educated on road safety and crossing rules.

### 12. Speed Control and Signage

- Speed limits (max **20 km/h**) must be displayed at all entrances and key internal roads.
- Traffic signs must include:
  - Stop and yield signs



- Directional arrows
- Speed limit boards
- Pedestrian and school zone signs
- Signs must be visible, bilingual (Arabic and English), and maintained in good condition.

### 13. Emergency Access and Response

- Emergency vehicles (ambulance, police, fire) must have clear, unobstructed routes at all times.
- During emergencies, security staff must open all gates immediately.
- Evacuation assembly areas must be located away from vehicle routes.
- The **Traffic Management Plan** must integrate with the school's **Emergency Response Plan**

### 14. Training and Awareness

- All drivers, supervisors, and security guards must receive **annual training** on traffic management and emergency response.
- Students will receive **road safety awareness** sessions during the academic year.
- Traffic safety messages shall be included in **parent communications and newsletters**.

### 15. Incident Reporting and Investigation

- All vehicle accidents, near misses, or unsafe traffic behaviors must be reported using the **Traffic Incident Report**
- The OSH Department will investigate and implement corrective measures.
- Serious incidents shall be reported to ADEK, ADOSH, and relevant authorities.



## 16. Monitoring and Review

- The OSH Department shall conduct **monthly inspections** of traffic and parking areas.
- CCTV will be used to monitor compliance and investigate incidents.
- The policy shall be reviewed annually or when new traffic hazards are identified.

## 17. References

- **ADEK Health, Safety & Environment Framework (2024)**
- **Abu Dhabi Department of Transport – School Transport Regulations (2018)**
- **ADOSH 4.0 – Road and Traffic Safety Management Standards**
- **Federal Traffic Law No. 21 of 1995 (as amended)**
- **NCEMA 6000 – Emergency Preparedness Standard**
- **ISO 39001:2012 – Road Traffic Safety Management Systems**

Principal  
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