

# **APSN TANGLIN SCHOOL (TS)**

## **SCHOOL TRAFFIC MANAGEMENT PLAN (STMP)**

### **Introduction**

APSN Tanglin School is committed to provide continuous effort to ensure the safety of all road users within and around its vicinity. The STMP is put in place and communicated to all road users (staff, students, parents and visitors).

### **Operating Hours of School Gates**

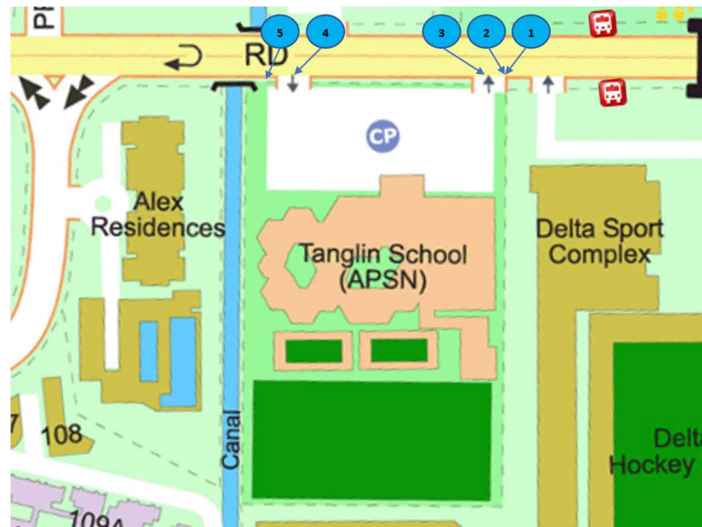
The school ground is opened from 0630hrs to 1800hrs from Monday to Fridays, and from 0700hrs to 1600hrs on Saturdays. It is closed on Sundays and Public Holidays. Only staff and students, and visitors on official business are allowed to enter the school compound.

The school's Administration Office is opened 0700hrs to 1730hrs daily, except for Public Holidays, Saturday and Sundays.

The operating hours of the school gates are as follows:

Location	Opening hours	
Main Gate (Gate 3)	Mon to Fri	6.30am to 6.30pm
	Sat	7.00am to 3.30pm
Back Gate (Gate 4)	Mon to Fri	6.30am to 8.00am 11.30am to 1.00pm 4.30pm to 6.00pm
	Sat	Closed
Side Gate (Gate 1)	Mon to Fr	6.30am to 8.00am 11.30am to 1.00pm
	Sat	Closed

The location of the gates are shown below:



All Visitors are to register and obtain a Visitors' Pass at the Security Guard House, situated at the Car Porch, before they are allowed to enter the school.

For security purposes and the safety of our schools' community, visitors are to display the Visitors' Pass issued to them at all times when they are in the school compound. Visitors are to proceed straight to the Admin Office to seek assistance and not to access any other parts for the school without permission. School staff are authorised to request to see the Visitors' Pass if necessary and the school reserves the right to request that visitors leave the school compound if there are reasons to do so.

#### **Policies for vehicular movement in and out of the school**

- Strictly No Waiting or Parking is allowed in the school premises. Only authorized vehicles with TS Parking Label are allowed to park at the designated staff parking lots.
- Main gate (Gate 3) will be opened throughout the day but is guarded by the carpark barrier system.
- Vehicles entering the school are to do so only via the Main Gate (Gate 3).
- Vehicle exiting the school are to do so either via Main Exit Gate (Gate 4) or the Main Gate (Gate 3) depending on the time of the day (see school gates operating hours).
- Parents and caregivers are allowed to drive into the school to drop-off or pick-up their children at the porch sheltered area and move off immediately.
- All drivers must adhere to the speed limit of 15km/h within the school compound.
- All vehicles entering the school compound shall follow the instructions given by the security officers or school authorized personnel.

#### **Policies for pedestrian's movement in and out of the school**

- Pedestrians shall utilize the footpath leading to the small gate beside the main gate for movement in and out of the school. Jaywalking on the road or carpark is prohibited.
- Pedestrians are required to obey all traffic rules when crossing the road.
- Pedestrians are to follow safety instruction given by the security officers or the school authorized personnel.

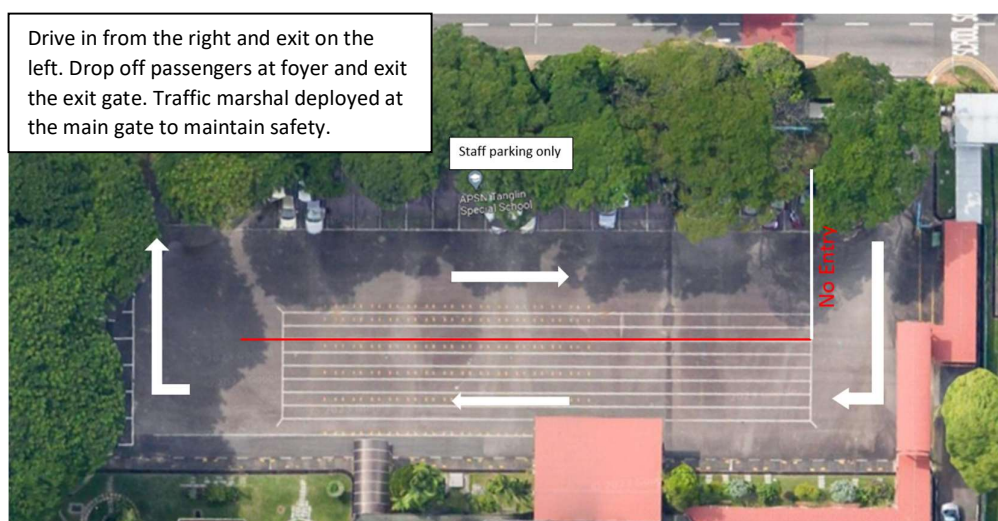
#### **Policies for cyclist's movement in and out of the school**

- Cycling, skateboarding, rollerblading and scootering are not allowed within the school compound.
- Cyclist entering the school must dismount at the main gate and push to the bicycle kiosk.
- Advice for cyclists;

- o Always wear protective gears when riding (helmet, elbow & knee guard)
- o Wear proper shoes for better protection
- o Always check that the bicycle is in safe working condition
- o Ride a bicycle that fit (not too big nor too small)
- o Cycle on bicycle track or close to the road kerb. Never ride against the flow of traffic or abreast to another cyclist.
- o Always keep a lookout for vehicles and pedestrian around you and obey traffic rules at all times.

### Safe Route for Vehicles

- All vehicles entering the school are controlled by traffic marshal (security officer) on duty at the main gate during peak period.
- There should be no parking outside the school main gate at all times. Illegally parked vehicles will be referred to the relevant authority.

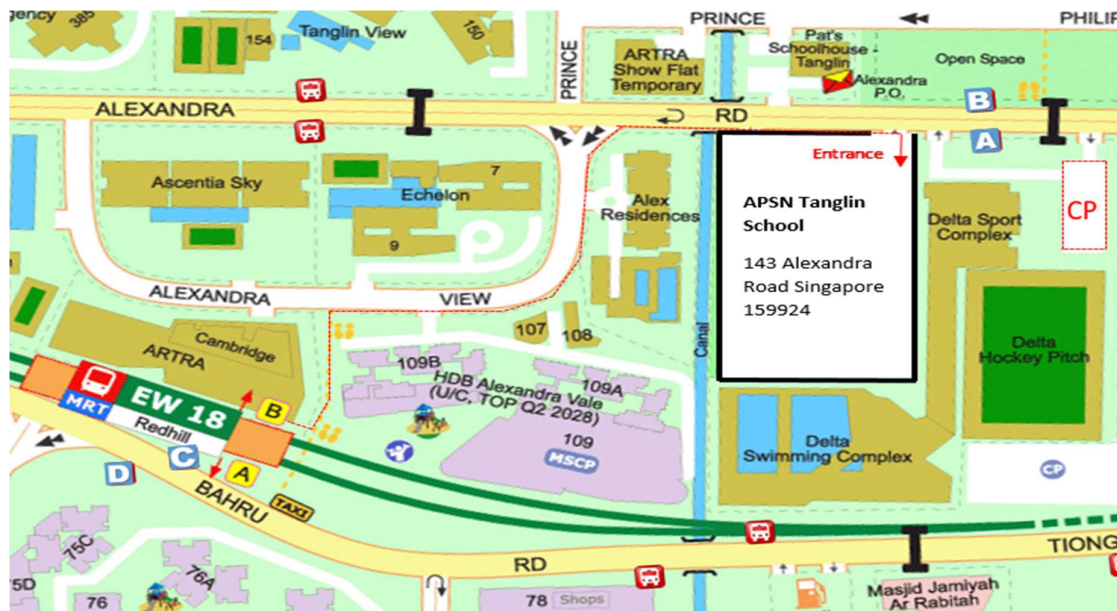


- All passengers alighting to be seated on the left side of the vehicle and exit on the kerb side only.
- Drivers are advised not to alight and must move off as soon as the passengers alight.
- The school compound is a one-way traffic.
- Vehicles are allowed into the school for pick-up at the below timing only or when all the school buses has left the compound after each school session;

Morning Session Dismissal	12.40pm to 1.00pm
Afternoon Session Dismissal	5.25pm to 6.00pm
AM CCA	3.00pm to 3.15pm

### Alternative pick-up point for Vehicles after assembly timing

- Vehicles are NOT allowed to wait in the school premises for pick-up at all times.
- Parents are advised to use the alternative drop-off/pick-up point at the public car park as indicated (CP).



## Car Parking Policies in the School Compound

- The staff car park has 28 parking lots for cars, 2 parking lots for buses and 2 parking lots for motorcycles.
- There is 1 parking lot designated as a Handicap lot at the car porch area.
- The parking capacity may be increased by an additional 20 lots (unmarked) by extending parking on the service road within the carpark. These lots will only be used during major school events when the number of invited guests is substantial.
- Only staff with season parking decals displayed on their cars/motorcycles are permitted to park at the reserved parking lots.
- As far as possible, authorised visitors (MOE personnel, board committee and PSG members only) may park in the school compound. If the Staff Parking area is full, they will be directed to park at unmarked lots provided always that sufficient lots are reserved for staff with season parking.
- Visitors are to park at the Staff parking area only. If there is no vacancy, visitors may wish to park at the open public car park next to the Delta Sports Complex compound.
- Buses indented to fetch students for activities outside the school may be directed to wait at the temporally waiting area if the staff Parking area is fully used.

## Traffic Management Measures

The following Traffic Management measures have been implemented inside and in the vicinity of the school compound to manage the traffic hazards identified in the risk assessment:

### 1. Raised-arm Barrier

- a) Traffic Raised-arm Barriers are in place at the Main Gate entrance for the purpose of security and traffic controls. It is controlled by a remote control kept with the duty Security Guard at the Guard Post. Drivers seeking entry to the school are required to stop before the barrier for security clearance at the guard post before proceeding to the designated parking area as directed by the duty Security Guard.

### 2. Pedestrian Pathways

- a) Pedestrian pathway from Gate 1 and Gate 5 to the Foyer is demarcated with yellow line. Pedestrians are to walk within the yellow line when entering or leaving the school compound by the Main Gate or Exit Gate.
- b) A Security Guard is stationed at the front entrance gate (Gate 3) during the morning peak hours, from 0710hrs to 0740hrs, to direct vehicles driving into the school and students crossing the road.

### 3. Road Signs

- a) The speed limit within the school compound is set at 15km/hour. Speed limit signs are displayed prominently along the driveway and at the carparks.
- b) STOP signs are located prominently at appropriate locations along the driveway to control vehicles approaching traffic junctions.
- c) NO ENTRY signs are located prominently to prevent unauthorised access to service roads.

### 4. Management of School Buses and students Boarding and Alighting

- a) Buses arriving at the school to fetch students are to enter via the Main Gate (Gate 3) and park at the designated Bus Waiting Area, guided by the Security Guard. If need be, buses may be directed to park at the car parking area for a short period of time.
- b) Buses parked in the school compound are to switch off their engines while waiting for students to board. They are only to start their engine and air-conditioning 5 minutes before scheduled departure time, when instructed by the Teachers in-charge only.
- c) Students scheduled to board buses for school activities are to assemble and wait at the school's Foyer where attendance will be taken.
- d) Once they are ready to board the buses, the teachers in-charge shall lead the students to where the buses are parked for boarding in a systematic and disciplined manner. The Teachers in-charge may also signal the buses to drive to the driveway at the Foyer if the situation requires e.g. during wet weather.
- e) Teacher in-charge is to ensure that all students are onboard the bus, seated and buckled up before instructing the bus driver to drive off.
- f) Similarly, buses returning students to the school are to either park at the Bus Parking Bay or drive into the drop-off point at the Foyer for students to alight.
- g) Teacher in-charge is to ensure that the bus has come to a halt completely before instructing the students to unbuckle and stand up to alight.
- h) The teacher in-charge shall ensure that all students have alighted from the bus before instructing the bus to leave.
- i) Teacher in-charge may request for the Main Exit Gate (Gate 4) to be opened if more than one bus have been indentured to ferry students.

## Deployment of Traffic Marshal for Vehicles, Pedestrians and Cyclists

### Traffic Management during Morning Peak Hours

1. The Security Guard is deployed primarily as traffic marshals during morning peak hours i.e. from 0710hrs to 0740hrs Mondays to Fridays. He is stationed at the Main Gate (Gate 3)
2. The primary role of the Security Guard stationed at the Main Gate (Gate 3) is to direct and control vehicle traffic into the school and to the drop-off point, the parking lots or the delivery bay.
4. The second Security Guard is stationed at the end of the driveway at the Foyer to control and direct vehicles leaving the drop-off point to the Main Exit Gate (Gate 4) during dismissal. He also acts as the traffic controller to manage the cross traffic from vehicles moving towards the Main Exit Gate (Gate 4) and staff vehicles coming in to park at the staff parking lots. At the same time, he also keeps a look out for unauthorised attempts to enter the school via the Main Exit Gate (Gate 4).
5. Security Guards shall don reflective vests and gloves and carry luminous traffic batons while performing traffic control duties during the morning peak hours.
6. During off-peak hours, at least one Security Guards is stationed at the Security Post, at any one time, to control and manage vehicles, pedestrian and cyclists entering and exiting the school compound.

## **Communication of School Traffic Management Plan and Management of Traffic Violations**

1. The school TMP is communicated to students, parents, staff, stakeholders and the general public using the following platforms:

- a. Road Safety briefing to students during school assembly
- b. Road Safety posters and banners
- c. Road Safety signs outside the school compound
- d. School Sharing Folders
- e. School Website

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 School Safety Committee shall be responsible for addressing the conduct of all students if there are any violations of or inconsistencies with the requirements of this Plan.

3. Traffic violations and traffic accidents involving injuries to either staff, students or the public inside or in the vicinity of the school compound, shall be reported to the Singapore Police Force (999) or to SCDF Emergency Hotline (995) when necessary.

## **Conclusion**

For continuous improvement and enhancement of school safety, the Traffic Management Plan shall be reviewed yearly or as and when the need arises:

Prepared by : Mr Jackie Chan, Operations Manager

Approved by : Mr Kenneth Lai, Vice-Principal

Date of Review : 30 Dec 2024

Next Review Date : 29 Dec 2025