

Transport and Main Roads

A Queensland Guide to School Road Safety

2011 Edition

Table of Contents

Improving road safety around schools	3
An overview of school road safety	3
Introduction – How to use this document	3
Section one: A step-by-step guide to improving school road safety	4
Scan, plan, do and review	5
Scan for interest	5
Develop a process or solution to address road safety within a school setting	5
Scan the environment	5
Identify areas of concern	5
Plan for improvements	5
Approach relevant stakeholders	6
Develop options	6
Develop an action plan	6
Do it (implement improvements).....	7
Review your progress	7
Monitor and evaluate your success.....	7
Celebrate and communicate your success	7
Section two: Toolkit of resources	8
Education	8
1. Road Safety Matters: prep to year nine road safety curriculum.....	8
2. Back to School Road Safety - Be a Road Safety Hero	8
3. TravelSmart Schools.....	8
4. Really Cool School Bus Rules program	9
5. Student Driver Education Resources for Students in years 10-12	9
6. Schools’ Guide: How to Select Providers of Road Safety Education Programs for Senior School Students	9
7. The Department of Transport and Main Roads website – research and education.....	9
8. New Learner Driver website	9
9. Road Rules Refresher.....	10
10. Newsletter items.....	10
Enforcement	10
1. Look out program	10
2. School Crossing Supervisor scheme	10
3. Code of conduct for school students travelling on buses	11
4. School Adopt-a-Cop	11
Engineering	12
1. School environment scan	12
2. Technical guidelines.....	12
3. SafeST subsidy scheme.....	12
4. Safe School Bus Routes program.....	12
5. Safe Walking and Pedalling program	13
6. Community Road Safety Activity fund	13
Attachments	14
A. School Road Safety Action Plan template/example.....	15
B. School newsletter items	17
C. School environment scan	22

Improving road safety around schools

An overview of school road safety

The safety of students travelling to and from school is one of the most important issues for school communities. Queensland children are the future of our state, and it is imperative that we make school travel as safe as possible.

The traffic environment around schools is one of the most complex traffic environments regularly encountered by children. Children are not always equipped with the skills to deal with environments like these, which increases the risk of road crash incidents.

Today, more children are being driven to school than ever before. According to the *South East Queensland Travel Survey*, the number of primary school children being driven to school in south-east Queensland has increased from 94 000 in 1992 to 167 000 in 2009¹.

Cars used for school-related travel also contribute to various increasing problems for the Queensland community. Not only do they add to greenhouse gas emissions and increase traffic congestion in many areas; but by adding to the number of vehicles on the roads, they also increase the road-safety risks, especially in areas where children congregate.

This is why the Department of Transport and Main Roads has introduced new road safety initiatives in school zones. These initiatives include:

- the use of standardised school zone times
- the installation of flashing light school zone signs at school zones operating outside the standard times for their area
- the installation of all-day school zones operating from 7am to 4pm with flashing lights at split campus schools, and
- the installation of vehicle-activated signs at school zones on multi-lane roads.

School road safety is a whole-of-community problem that requires whole-of-community awareness and commitment to addressing the issues. Improving the safety of school travel is dependent on the involvement and commitment of road and transport authorities, school communities, families, parent associations, educational authorities and police. For school road safety to be improved, it is vital that everyone works together.

The Department of Transport and Main Roads encourages school communities to do everything they can to improve the safety of our children around the road environment.

2011-2020 is the United Nations Decade of Action for Road Safety with the goal of reducing global road fatalities – the Queensland Government is committed to achieving this aim. Throughout the world, road traffic injury is the second leading cause of death for young people between five and 14 years of age². Each year, children are killed and seriously injured as passengers, pedestrians and cyclists on Queensland roads. It is important for everyone to work together to do all we can to reduce the number and severity of these incidents.

¹ South East Queensland Travel Survey 1992, 2003-04, 2006-08; covering Brisbane Statistical Division, Gold Coast and Sunshine Coast.

² World Health Organisation (2008), Global Burden of Disease: 2004 update.

Introduction:

How to use this document

The *Queensland Guide to School Road Safety* has been designed to help schools improve road safety in their local community. It is recognised that improving road safety may seem to be a complicated and daunting task, involving a range of different parties with a range of different priorities and responsibilities. However, this guide can be used to develop and implement a systematic approach involving all stakeholders, to achieve improved road safety outcomes without undue difficulty.

In many cases, attempts to improve road safety around a school involve:

- the principal, school administration or teachers
- school students
- Department of Transport and Main Roads
- local government
- Queensland Police Service
- Department of Education and Training
- your school Parents & Citizens or Parents & Friends association
- local community groups.

This guide will help schools work through this sometimes complicated process by providing a step-by-step guide to improving school road safety, as well as a supporting toolkit of resources.

The *Queensland Guide to School Road Safety* has two sections:

Section 1: A step-by-step guide to improving school road safety in your community

Each school faces unique road safety issues, based on location and surrounding infrastructure. This step-by-step guide has been designed to help schools develop a way forward to address their concerns in the most appropriate way.

The appropriate road safety solutions for each school setting will be different – a combination of solutions is often necessary to reach the best outcome.

Section 2: Toolkit of resources

There are three broad approaches a school community can use to address road safety issues. These are commonly referred to as the ‘three Es’:

- education
- enforcement
- engineering.

The *School Environment Road Safety Toolkit* comprises a range of resources administered by the Department of Transport and Main Roads to help schools improve local road safety. The resources are classified under the three approaches of education, enforcement and engineering.



Section one:

A step-by-step guide to improving school road safety in your community

Scan, plan do and review

Improving school road safety can be addressed in four easy steps: **scan, plan, do** and **review**.

Scan for interest, and **scan** the environment:

- establish that there is sufficient interest to undertake a road environment improvement program at the school
- develop a process to address road safety within a school setting
- identify road safety problems in and around the school environment.

Plan for improvements:

- approach relevant stakeholders
- develop options
- develop an action plan.

Do it:

implement the improvements (education, enforcement, engineering).

Review progress:

- measure success
- celebrate and communicate success.

Scan for interest

Develop a process or solution to address road safety within a school setting

It is important that schools provide a forum for the discussion of road safety. Including road users and members of the community who are also interacting in the environment ensures that any process or solution is as comprehensive as possible.

Some road safety issues might be limited to a small area of concern; others are more complex, requiring a longer-term approach. Approaches will differ from school to school, however some successful approaches are:

An official school road safety committee (sometimes called a Safe School Travel or SafeST Committee) including representation from the school principal, parent representatives, local Adopt-a-Cop, students, teachers, local councillors and the Department of Transport and Main Roads road safety advisors.

- **A joint school road safety committee with surrounding schools** (if schools are close to each other). This will help make sure the best result is achieved for the whole community as efficiently as possible, and that one school will not benefit at the expense of a nearby school.
- **A smaller, sub-committee of the P&C/P&F** or even a road safety representative who is responsible for regularly raising road safety concerns with the P&C/P&F.

Scan the environment

Identify areas of concern

A helpful place to start is to make a record of the school's road safety concerns. This record should be supported by evidence. Considerations should not be limited to the provision of road safety facilities requiring funding. They should also include issues such as: active transport, student behaviour on buses, public transport timetabling and parents' pick-up/set-down behaviours (including illegal parking and other breaches of the Queensland Road Rules).

The *School Environment Scan* is a tool for schools to use to establish road safety concerns in their area (see Engineering, section 2). **It is not a risk analysis tool.** It does not intend to replace any engineering-based safety audits of a school area, such as those a local council may use. It is primarily intended as a tool to help schools identify various options and possible solutions.

Plan for improvements

Once schools have identified a priority list of their main concerns, they should consider approaching relevant local stakeholders to help them in develop and implement road safety improvement initiatives.

Approach relevant stakeholders

Organisation	How they can help	Area of expertise	Contact
Department of Transport and Main Roads	<ul style="list-style-type: none"> • Provide assistance with and access to Queensland Government programs and initiatives • Provide local road safety knowledge and advice • Work with the school to develop tailored road safety solutions, where appropriate 	<ul style="list-style-type: none"> • Education • Enforcement • Engineering 	<p>Contact organisation directly in writing</p> <p>Contacts for road safety advisors in your community are available online</p>
Local government	<ul style="list-style-type: none"> • Provide assistance and access to local government programs and initiatives • Provide local road safety knowledge and advice • Work with the school to develop tailored road safety solutions, where appropriate • Some local governments have their own local law enforcement or road safety officers 	<ul style="list-style-type: none"> • Education • Enforcement • Engineering 	Contact organisation directly in writing
Queensland Police Service/ School Adopt-a-Cop	<ul style="list-style-type: none"> • Help enforce future road safety initiatives • Provide local knowledge and advice 	<ul style="list-style-type: none"> • Enforcement • Education 	Contact organisation directly in writing
Local Member of Parliament (MPs)	<ul style="list-style-type: none"> • Help identify potential funding programs • Help get concerns heard by other MP's • Help facilitate partnerships with other stakeholders 	<ul style="list-style-type: none"> • Engineering 	<p>Contact organisation directly in writing</p> <p>Click here to find your local member</p>
Your school community	<ul style="list-style-type: none"> • Get involved in future initiatives • Help get the message out • Help to change or influence parent and motorist behaviours 	<ul style="list-style-type: none"> • Education 	<p>School newsletter</p> <p>Announcements on parade</p> <p>Classroom activities</p>
The wider local community	<ul style="list-style-type: none"> • Get involved in future initiatives • Help get the message out 	<ul style="list-style-type: none"> • Education 	<p>Local newspaper</p> <p>Letterbox drops</p> <p>Personal approaches</p>

Develop options

After discussing road safety issues with relevant local stakeholders, road safety committees will have a clearer picture of what they can do to improve road safety in the community. Each school will have its own challenges requiring unique solutions. A combination of solutions is often necessary to achieve the best outcome.

Develop an action plan

A school road safety action plan is recommended to formalise commitment to improving road safety. Ideally, an action plan would outline:

- **what** the school is planning to do to improve road safety (refer to the toolkit of resources for suggestions)
- **how** it expects road safety will improve
- **how** the school will monitor and evaluate the plan's success (for assistance see 'Review your progress' below)
- **when** it will be done
- **who** is responsible for making it happen.

See Attachment A for an example school road safety action plan.

Do it (implement the improvements)

After gaining endorsement from the school administration and any other relevant stakeholders, it is time to implement the improvements you have identified to make the road environment safer for students at your school.

It is important to remember that changes to the local environment will be gradual, so be sure to keep the school community up to date on any developments and ensure they are continually encouraged to stay focused and involved.

Review your progress

Monitor and evaluate your success

It is important to monitor and evaluate the effectiveness of any plan or action, for a number of reasons; this is also true for school-based road safety programs.

Monitoring enables the school to collect information to:

- gauge participation and satisfaction levels
- check a project's progress
- ensure objectives are met
- identify possible process improvements
- design suitable and useful evaluation tools.

The way your school monitors its progress will depend on the approach used and the objectives of the project. Some tools that can help track your progress include:

- encouraging community feedback via the school newsletter to determine levels of satisfaction
- undertaking bike rack counts or 'hands up' surveys of how students travel to school to determine participation (e.g. modal shift)
- partnering with local authorities in undertaking traffic counts and/or obtaining local crash data to gauge possible impacts on safety
- monitoring any forums established when scanning the school road safety environment.

Evaluation is essential to:

- adequately identify and describe an issue when establishing program objectives in the initial stages
- identify a project's strengths and weaknesses
- provide evidence that a program was successful and that the interventions achieved the desired result
- 'win' support for continued funding.

Please note: Evaluation does not need to be complex. It simply needs to capture whether the program was delivered as planned and resulted in the desired behaviour change.

Celebrate and communicate your success

In many cases, improvements around a school will be gradual. It is important to maintain interest and momentum by sharing successes as they happen. Remember, each small step is a step toward improved safety for the school community.



Section two:

Toolkit of resources

The Department of Transport and Main Roads administers a wide range of useful resources to help schools improve road safety. The *School Environment Road Safety Toolkit* outlines these resources using the ‘three Es’ framework:

- education
- enforcement
- engineering.

The resources outlined in this toolkit should be a central reference in the development of the school’s road safety action plan (an example of an action plan is provided at Attachment A).

Education

Teachers and parents play a critical role in influencing the development of children. Research has shown that education is crucial in the development of a child’s positive road behaviour. Lessons learned at an early age and reinforced throughout a child’s schooling will have a major influence on their attitudes and behaviours for the rest of their lives.

A number of educational and information resources are available to address school transport safety concerns and to support the integration of road safety education within the school curriculum. A brief outline of these resources is provided below.

1. Road Safety Matters: Prep to Year Nine road safety curriculum resource

The Department of Transport and Main Roads, in partnership with the Department of Education and Training, has developed a road safety curriculum for Queensland schools.

Road Safety Matters provides school communities with the tools to give every child from Prep through to Year Nine a comprehensive road safety education. The resource gives teachers comprehensive support to both teach and assess in the area of road safety. Road Safety Matters includes unit planners, support materials, assessment tasks (with guides to making judgement), and is consistent with the Queensland Curriculum, Assessment and Reporting Framework Years 1-9 Essential Learnings.

Topics covered include:

- travelling safely as pedestrians, passengers and cyclists
- using the bus safely
- safety when crossing the road
- safer school travel
- road safety advertising.

Road Safety Matters can be downloaded free of charge **online** at www.tmr.qld.gov.au/roadsafetymatters.

2. Back-to-school road safety: be a road safety hero

As school commences each year, many young Queensland students enter an unknown world. It is important these young Queenslanders know and practise road safety skills.

The department has developed a road safety kit aimed at Queensland Prep and Year One students. The objective of the kit is to help parents and teachers develop vital road safety skills in young students. The kit features a ‘road safety hero’ who shares tips about what to do in different road situations.

Downloads, including the children’s and parents’ brochures and the school bag tag, are available **online** at www.tmr.qld.gov.au/Safety/Safety-campaigns/Back-to-school-road-safety.aspx.

3. TravelSmart Schools

TravelSmart Schools is a voluntary travel behaviour change program, run by the Queensland Government. It encourages school communities to use sustainable travel modes – such as public transport, walking, cycling and carpooling – rather than single-occupancy vehicle travel.

The Department of Transport and Main Roads’ TravelSmart Schools program has a number of benefits for school communities, including:

- reducing traffic congestion in the school environment
- helping people change the way they travel, saving them time and money, improving their health and the environment
- reducing the school’s carbon footprint.

Schools that successfully register with the program will receive comprehensive resources and support to help implement their project. These resources include:

- a manual and toolkit containing templates, materials and information
- comprehensive training for the school coordinator
- TravelSmart merchandise in an incentive pack
- assistance in developing a travel plan
- a formalised process to measure the change in travel behaviour
- a range of activity briefs, providing a step-by-step process aimed at encouraging student participation.

Limited funding may be available to support school projects, however this is assessed on a case-by-case basis.

The TravelSmart website includes a range of handy resources – interactive maps, calculators and tools – as well as information on safe walking, cycling and public transport use.

More information on TravelSmart Schools is available **online** at www.travelsmart.qld.gov.au.

4. Really Cool School Bus Rules

The *Really Cool School Bus Rules* program DVD/CD package has been developed by the Department of Transport and Main Roads. It is an educational resource for bus operators and primary school teachers that is targeted at Years Two, Four and Six to promote safe travel behaviour in and around buses.

The *Really Cool School Bus Rules* resource is available for Queensland schools and Queensland bus operators.

To request a copy, please send an email to ptschool@tmr.qld.gov.au. Information about the program is also available **online** at www.tmr.qld.gov.au/Travel-and-transport/School-transport/Code-of-conduct/Managing-behaviour-on-school-buses.aspx.

5. Student driver education resources for students in years 10-12

The Department of Transport and Main Roads has developed resources that teachers can use to develop students' knowledge, skills, attitudes and behaviours as they become young drivers. The resources are organised into a number of units designed to be delivered in the classroom. The units include facilitation of group work, independent research and work tasks, and class discussions about road safety.

These useful in-class resources are available on the Department of Transport and Main Roads **website** at www.tmr.qld.gov.au/Safety/School-road-safety/Student-driver-education.aspx

6. Schools' guide: How to select providers of road safety education programs for senior school students

The Schools' guide is designed to help schools select the most suitable road safety education programs for delivery to their senior school students from the considerable number of providers targeting young, novice drivers.

The Guide is available **online** through the Department of Transport and Main Roads website at www.tmr.qld.gov.au/Safety/School-road-safety/Student-driver-education.aspx

7. The Department of Transport and Main Roads website: research and education

The Department of Transport and Main Roads provides a range of education materials and research programs to help the community learn more about road safety and safe transport options in Queensland.

The Department of Transport and Main Roads 'Research and Education' webpage links to:

- **The Department of Transport and Main Roads' Toowoomba Heritage Centre**, which provides diverse public programs including school excursions, exhibitions, events, education, volunteering and oral histories
- **The Department of Transport and Main Roads' Library Services**, which provides access to print and image collections
- **The Department of Transport and Main Roads' Kids Corner** and **QT Kids** which opens up the **TMR Kids** websites for educational online games and learning opportunities.

You can find these resources **online** at www.tmr.qld.gov.au/Community-and-environment/Research-and-education.aspx.

8. New dedicated young driver website

A new interactive 'Road Trip' website aimed at drivers aged 16-24 is available online at <http://hereforlife.qld.gov.au/roadtrip>. It is a one-stop shop for information for all young people in the early years of their driving, catering for pre-learners through to young adults on their learner, P1, P2 and open licences. There is also a dedicated section on the site for supervisors.

9. Road rules refresher

The Department of Transport and Main Roads has put together a guide for the most commonly misunderstood road rules. This guide is useful for new and experienced drivers alike. It includes videos to demonstrate the rules and a knowledge-test quiz.

These tools are ideal to advertise in school newsletters to encourage parents and teachers to brush up on their road rules knowledge. These are also great online tools for high schools working with learner drivers to ensure improved safety outcomes for their students.

The Road rules refresher can be found **online** at the 'Here for Life' website www.hereforlife.qld.gov.au

10. Newsletter items

The Department of Transport and Main Roads has put together a range of newsletter items for schools to use. Relevant to both primary and secondary schools, these newsletter articles will be helpful for reminding your school community about the importance of road safety.

These items are available to view at Attachment B of the toolkit.

You can also keep up to date on the latest road safety information by subscribing to Life News, a weekly electronic direct mail. To register and receive this free subscription, please complete the registration form found at **Life News**.

Enforcement

Research has shown that the fear of enforcement is just as strong a motivator as the enforcement itself. Enforcement solutions can include the issuing of traffic and parking tickets by police and local government officers. Enforcement may also include Principal and teacher interventions to encourage student compliance with school policies. Because enforcement is resource intensive, it is rarely viable on an ongoing basis and should be used in conjunction with other solutions.

The Department of Transport and Main Roads has a range of enforcement tools and programs your school community may want to discuss further with their local road safety advisor, these are detailed below.

1. Look Out program

Schools are busy places, with high numbers of parents, students and other people congregating around the school entrances before and after school. Often, it is difficult to find a legal park around schools during these peak periods. At times, cars are illegally parked over children's crossings, driveways, footpaths and even in school grounds where there are parking restrictions for people other than the teachers and staff.

The most dangerous behaviour, and the one that places children in the most vulnerable situation from a road safety point of view, is where a motorist stops in the middle of the road, double parks and encourages their children to run across the road, weaving in between cars, to reach their vehicle.

Motorists are also known to park in two-minute zones, get out of the car, walk into the school and be in there for longer than the two minutes advised by the regulated parking sign. This leaves the two-minute zone inoperable, causing traffic congestion around schools, creating friction between motorists which can end up with ugly consequences (parents arguing, children offside with each other, frustrated principals trying to sort out the issue and a divided school community).

Look Out is a simple program designed to help the school to manage the flow of traffic. Parents wait in their car in comfort, moving forward in a queue to where their child will be collected from a safe designated pick-up point. Volunteer traffic co-ordinators are trained and resourced by the Department of Transport and Main Roads' road safety advisors. Many schools have achieved significant success through this program, increasing both the turnover rate of vehicles moving through their drop-off and pick-up zones, and the safety of their students.

More information about this program and other programs that may be of use at your school can be obtained from your local Department of Transport and Main Roads road safety advisor.

2. School Crossing Supervisor Scheme

The School Crossing Supervisor Scheme enhances the safety of primary-aged school children in the school's traffic environment. A school crossing supervisor's role is to help children safely cross roads on their way to and from school. School crossing supervisors generally operate between 8 am to 9 am and 3 pm to 3.30 pm. Actual operating times depend on school starting and finishing times and other factors.

Applications for supervised crossings

Applications for a new supervised crossing are made by the school principal to the Department of Transport and Main Roads. All applications for crossings are subject to meeting established criteria and the availability of funding. The need and ongoing provision of a supervisor will be reviewed periodically. If a supervised crossing is approved, the principal will undertake operational responsibilities in conjunction with the Department of Transport and Main Roads, including the selection of a suitable school crossing supervisor.

Application forms and details relating to the School Crossing Supervisor Scheme are available from your local Department of Transport and Main Roads road safety advisor.

3. Code of Conduct for School Students Travelling on Buses

Each day more than 150 000 Queensland students travel to school by bus. Most of these students are responsible and well behaved, however a minority will misbehave. The *Code of Conduct for School Students Travelling on Buses* is a set of guidelines developed to help school bus operators manage student behaviour.

The actions of students misbehaving on buses can affect the ability of drivers to concentrate and impact on the quality or safety of the trip. This is a concern to bus operators and the Department of Transport and Main Roads: the safety and comfort of all students when travelling should always be a priority.

To address this, the Department of Transport and Main Roads and the Department of Education and Training have developed a Code of Conduct for school students travelling on buses. To ensure the needs and views of all stakeholders were taken into account, the Code of Conduct was developed in consultation with Queensland Police Service, bus industry groups, parent groups, principals' associations, unions and non-state school authorities.

The *Code of Conduct for School Students Travelling on Buses* forms the basis of the bus rules that bus companies develop to manage behaviour on their school buses. It also includes procedures for bus drivers and operators to follow when managing student behaviour on the bus.

Information about the Code of Conduct is available **online** at www.tmr.qld.gov.au/Travel-and-transport/School-transport/Code-of-conduct.aspx

4. School Adopt-a-Cop

The Adopt-a-Cop program was implemented in 1985 to help establish a rapport between the Queensland Police Service and all members of the school community, including students, parents, carers, teachers and other school staff.

Police officers involved in this program participate on a voluntary basis to educate children on a number of issues including the role of police and how children can keep safe in a range of environments.

The program is the focal point for the Queensland Police Service in the education of students in the community.

The objectives are to:

- help build relationships between police and the school community
- participate educating of students about their rights and responsibilities
- promote law abiding behaviour through examples and presentations. Topics include: road safety; keeping ourselves safe; and the role of police
- contribute to an understanding of the law/legal process and procedures, particularly in relation to youth
- participate in school activities that allow for the opportunity to further the aims of crime prevention initiatives.

For further information about the Adopt-a-Cop program, contact your District Crime Prevention Coordinator via your local police station.



Engineering

While engineering interventions can be very successful in the appropriate setting, they are often costly and can take a long time to implement. As such, it is important to manage the school community's expectations throughout this process.

1. School environment scan

A one-page environment scanning tool has been designed to enable a School Road Safety Committee to highlight possible safety concerns, consider priority projects and establish further directions for school transport safety initiatives around the school. This document will serve as a handy reference point for further discussions with external agencies and the community. It can be found at Attachment C.

2. Technical guidelines

The Department of Transport and Main Roads provide technical guidelines for identifying and addressing road safety issues at schools. The guidelines provide detailed information on a range of areas, including: the installation of pedestrian crossing facilities at schools; the installation of school warning facilities; and speed management through the installation of school zones.

The consistent application of the guidelines will ensure that engineering treatments at schools provide a uniform environment that is easily recognised by motorists when they approach a school. These guidelines are used by both the Department of Transport and Main Roads and local government engineers to provide school-related infrastructure on roads under their control.

3. SafeST Subsidy Scheme

This scheme provides state-funded SafeST infrastructure grants under the Transport Infrastructure Development Scheme to local governments. The grants are provided on a 50:50 basis to establish or improve passenger set-down areas at existing schools and for infrastructure works to improve safety for children travelling to and from school.

The scheme has two parts: the SafeST Infrastructure Grants and the SafeST Infrastructure Grants (passenger set down areas).

SafeST Infrastructure Grants

Funding is available for infrastructure works including the following (most works require specific criteria to be met):

- bikeways to schools
- pedestrian underpasses, overpasses and bridges
- pedestrian signals
- kerb extensions
- school crossing installations
- pavement markings
- flashing lights in school zones

- signage
- bus stops on school bus routes
- school zones
- crossing facilities
- traffic management devices.

The SafeST Infrastructure Grants (passenger set-down areas)

Funding is available for a retrofitting program for set-down areas at existing schools. Eligible works are set-down areas, including bus indents and bus and car parking.

Who can apply?

State and non-state schools, parent associations and other interested parties can contact the relevant local council for the school. Local councils can also identify necessary works and submit applications.

How to apply

Local councils will forward applications for any proposed projects to the local Department of Transport and Main Roads regional office. The method of evaluating projects places an emphasis on crash history, assessed risk and community priority. A nomination form is used to assess and rank projects within approved regional allocations. The Department of Transport and Main Roads regions will liaise with road safety advisors to determine the suitability and priority of project applications.

When to apply

It is recommended that applications are submitted as early as possible within the financial year. If an application is received in one financial year, it will be considered for granting in the following.

Applications close in January each year. After Ministerial approval, successful applications are listed in the published *Queensland Transport and Roads Investment Program* (generally approved in June–July each year).

How much are the grants

For approved projects, the usual maximum grant is 50 per cent of the total estimated cost of the proposed works, with the local government contributing the remaining 50 per cent.

Who to contact about the grants

Members of the public should contact their local council office. Local Councils should contact their local Department of Transport and Main Roads regional office.

4. Safe School Bus Routes program

The Safe School Bus Routes program provides funding for works to implement safety measures that aim to ensure the safe operation of buses on school bus routes.

Each year \$300 000 is made available state-wide, for eligible works, under the Safe School Travel Infrastructure Grants category of the Transport Infrastructure Development Scheme.

Safe School Bus Routes grants are typically provided to individual local governments on a 50:50 funding basis – with the Department of Transport and Main Roads and the relevant local council contributing half each – for works on local government-controlled roads.

School communities should contact their local Department of Transport and Main Roads road safety advisor for more information about this program. Their contact details can be found **online** at www.tmr.qld.gov.au/Safety/Road-safety/Road-safety-in-your-community.aspx

5. Safe Walking and Pedalling program

The objective of the Safe Walking and Pedalling program is to improve the safety of routes used by children as they walk and cycle to and from school, and to encourage safe walking and cycling as a healthy transport option for school students.

The Safe Walking and Pedalling program involves the review of the footpaths, bicycle paths and infrastructure children generally use within 3.2 km of a school. As well as encouraging children to use a particular safe route to and from school, the program also aims to increase the number of walking and cycling trips made by children.

The program has funding for minor works to be carried out, with a cap of \$10,000 for each submission. Submissions are given priority according to factors such as crash history, level of assessed risk, speed environment and departmental objectives. School communities should contact their local Department of Transport and Main Roads road safety advisor for further information on applying for funding under the Safe Walking and Pedalling program. Their contact details can be found **online** at www.tmr.qld.gov.au/Safety/School-road-safety/Safe-school-travel-safest/Walking-and-pedalling-program.aspx

School communities are encouraged to work with surrounding schools, and to involve officers from local government, Department of Transport and Main Roads and the Queensland Police Service.

Community Road Safety Activity Fund

The Community Road Safety Activity Fund (CRSAF) exists to:

- support community groups to address their road safety issues at the local level
- facilitate the planning and implementation of initiatives dealing with road safety in the community.

To facilitate community involvement, the Department of Transport and Main Roads uses the CRSAF to purchase goods and services for community groups.

Goods and services that may be purchased with CRSAF funding include those that:

- deliver, support or promote local road safety initiatives
- educate communities about local road safety issues
- support community groups to run Driver Reviver sites (e.g. goods and services for maintenance, promotion and resourcing of sites).

Further advice can be obtained by contacting your local Department of Transport and Main Roads road safety advisor. Their contact details can be found **online** at www.tmr.qld.gov.au/Safety/Road-safety/Road-safety-in-your-community.aspx



Section three:

Attachments

A. School road safety action plan template/example

A sample plan has been provided to help schools develop their own school road safety action plan.

B. School newsletter items

C. School environment scan

Attachment A

School Road Safety Action Plan template/example

Tea Tree State School

Overview

Outline of road safety concerns identified

After a series of ‘near misses’ between pedestrians and cars outside our school, it was decided to form a School Road Safety Committee. Our school is on a busy main road, and side streets are always congested around pick-up and drop-off times. Tea Tree State School is committed to ensuring the safety of our students is maximised and that all members of our community work toward a safer school environment. Preliminary work by the School Road Safety Committee revealed the following concerns:

- Double parking outside the school gate
- Unpredictable pedestrian behaviour in peak times by parents and students.

The school road safety committee endeavours to address these concerns by implementing the following actions:

- Reduce illegal and double parking in the vicinity of school
- Educate students and families about the importance of road safety
- Improve the safety of students crossing the road outside school

This action plan will be monitored and updated bi-annually to reflect any improvements and changes.

Action: Reduce illegal and double parking in the vicinity of school	
Activity 1	<p>‘Stop, Drop and Go’ program</p> <p>Update at P&C agenda to include this item and begin creating awareness of the issue</p> <p>Local media article highlighting the success</p>
Ideal outcome	<ul style="list-style-type: none"> • Have a controlled approach to pick-ups and drop-offs • Parents take responsibility for using the zone appropriately
Measurement of success	Stop, Drop and Go volunteers report successful implementation of the program, and a reduction in double parking.
Parties involved	<ul style="list-style-type: none"> • TMR road safety advisor • School volunteers • Adopt-a-Cop • School road safety committee
Timeframes	Have program up and running by term two
Person responsible	Jo Bloggs – member of road safety committee, parent
Activity 2	Request enforcement by Adopt-a-Cop and local law enforcement officers (if applicable)
Ideal outcome	<ul style="list-style-type: none"> • Address any illegal parking issues • Discourage illegal parking through enforcement
Measurement of success	<ul style="list-style-type: none"> • Reporting progress and the number of vehicles issued with parking infringements
Parties involved	Adopt-a-Cop and local councillor
Timeframes	In consultation with Adopt-a-Cop
Person responsible	Jo Bloggs – member of road safety committee, parent

Action: Educate students and families about the importance of road safety	
Activity 1	Road Safety Matters school curriculum
Ideal outcome	<ul style="list-style-type: none"> • Road safety becomes embedded into school culture • Students take responsibility for the safety of themselves and others
Measurement of success	Number of classes teaching curriculum
Parties involved	Teachers
Timeframes	Plan to have curriculum used across all year levels in term one
Person responsible	Head of curriculum
Activity 2	Newsletter articles about school road safety
Ideal outcome	Parents and school community actively considers their role in improving road safety
Measurement of success	<ul style="list-style-type: none"> • Number of newsletter articles printed • Community feedback about newsletter
Parties involved	School administration
Timeframes	Fortnightly
Person responsible	School admin officer

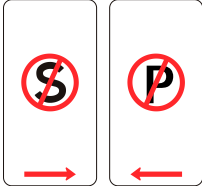
Action: Improve the safety of students crossing the road outside school	
Activity 1	Investigate School Crossing Supervisor Scheme
Ideal outcome	Students are provided with a safe, supervised crossing
Measurement of success	Student's crossing behaviour improves – measured by anecdotal feedback from school community
Parties involved	<ul style="list-style-type: none"> • School road safety committee • Road safety advisor
Timeframes	Investigations to be finalised by end of week five
Person responsible	School road safety committee representative
Activity 2	Investigate SafeST funding for refuge island
Ideal outcome	Students are able to cross the road outside the back entrance to the school without running
Measurement of success	Refuge island or equivalent safety measure is implemented resulting in safer student crossing behaviour
Parties involved	<ul style="list-style-type: none"> • School road safety committee • Road safety advisor
Timeframes	Investigations to be finalised by week four Applications to be finalised by week seven
Person responsible	School road safety committee representative

Attachment B

Newsletter items

Topic	Text	Reference
Crossing the road- Stop Look Listen Think	<p>Children should be introduced to the correct road crossing procedure</p> <p>– STOP, LOOK, LISTEN and THINK.</p> <p>STOP one step back from the footpath or shoulder of the road if there is no footpath.</p> <p>LOOK in all directions for approaching traffic.</p> <p>LISTEN in all directions for approaching traffic.</p> <p>THINK about whether it is safe to cross the road – when the road is clear or all traffic has stopped.</p> <p>When crossing, walk straight across the road. Keep LOOKING and LISTENING for traffic while crossing.</p>	<p>Page 2</p> <p>Road Safety Hero Parents' Information Booklet</p>
Crossing the road / walking to school-headphones.	<p>Talk to children about the dangers of wearing headphones and listening to music when crossing roads. This can make it difficult to hear oncoming traffic.</p>	<p>Page 2</p> <p>Road Safety Hero Parents' Information Booklet</p>
Crossing the road / Safest place to cross	<p>Talk to your child about how to cross the road safely by identifying and choosing the safest places to cross the road. These are:</p> <ul style="list-style-type: none"> • a children's crossing – teach them to only cross when the Crossing Supervisor has signalled it is safe • a pedestrian (zebra) crossing – teach them to only cross when cars have stopped for them • pedestrian traffic lights – teach them to only cross when they can see the 'green man' or the green WALK sign and never cross when they can see a 'red man' or the red DON'T WALK sign. <p>If there are no crossings available, they should choose a safe place where they can see traffic in all directions and where drivers can see them.</p>	<p>Page 2</p> <p>Road Safety Hero Parents' Information Booklet</p>
Crossing the road/ Holding hands	<p>Always Hold Hands</p> <p>Parents and carers should always hold hands with children when they are near traffic, or the road. Young children lack the skills, knowledge, and judgement to be able to cope with traffic and therefore need to be constantly supervised.</p>	<p>Page 2</p> <p>Road Safety Hero Parents' Information Booklet</p>
Driveway safety	<p>Driveway safety</p> <p>Children under five years of age are more susceptible to driveway danger because of their low height and difficulty recognising hazards.</p> <p>Talk to your child about being careful around driveways and always watching out for cars reversing out of driveways. Children should be taught to stop at driveways when they are walking or riding to check if there are cars coming in or out.</p>	<p>Page 3</p> <p>Road Safety Hero Parents' Information Booklet</p>
When driving and in the car-key safety tips Safety door	<p>When driving and in the car, make sure your child uses the car door on the kerb side (known as the safety door) not the roadside.</p>	<p>Page 5</p> <p>Road Safety Hero Parents' Information Booklet</p> <p>Road Safety Matters, Key Road Safety Messages P-1.</p>

Topic	Text	Reference
When driving and in the car-key safety tips Driver distraction	When driving and in the car, talk to your child about behaviour that affects your concentration when you are driving. Praise them when they have been well behaved and considerate as a passenger.	Page 5 Road Safety Hero Parents' Information Booklet
When driving and in the car-key safety tips Child restraints	When driving and in the car, all passengers must wear a seat belt or be in a child restraint. Assist your child when putting on a restraint and encourage your child to check that they are "clicked in" properly.	Page 5 Road Safety Hero Parents' Information Booklet
When driving and in the car-key safety tips Child restraints	Changes to the child restraint laws in March 2010 mean that all children up to seven years of age must be restrained in an Australian Standards approved child restraint according to their age and size. For more information on child restraints and choosing the correct restraint for your child visit www.tmr.qld.gov.au/childrestraints .	Page 5 Road Safety Hero Parents' Information Booklet
When driving and in the car-key safety tips Child restraints	As the driver, you can be fined and accumulate demerit points for every passenger that is not wearing a seatbelt or not restrained in an appropriate and properly fastened and adjusted child restraint. For more information on child restraints and choosing the correct restraint for your child visit www.tmr.qld.gov.au/childrestraints .	Page 5 Road Safety Hero Parents' Information Booklet
When driving and in the car-key safety tips Child restraints	When driving and in the car, children under seven must travel in the back seats unless the seats are already taken by children under seven. The rear of the car is generally safer in a crash. A child of any age can sit in the front seat if the vehicle has only one row of seats (such as a ute) and they are properly restrained. If the vehicle has a passenger airbag fitted, a rearward facing child restraint should not be used in the front seat.	Page 5 Road Safety Hero Parents' Information Booklet
When driving and in the car-key safety tips Child restraints	A child under four years of age must not sit in the front row of seats in a vehicle that has more than one row of seats, even if the child is three years of age and large enough to be seated in a booster seat.	Page 5 Road Safety Hero Parents' Information Booklet
When driving and in the car-key safety tips Seatbelts / child restraints	When driving and in the car, talk to you children about wearing a seatbelt correctly. Check that their seatbelt sits firmly over their shoulder and not around their neck or under their arm and across their stomach. Also, it should be stressed that booster seats and special child restraints are not only for 'babies', as children who are beginning school may view them in this way.	Page 5 Road Safety Hero Parents' Information Booklet
Driving near schools / School zones	School zone speed limits (usually 40 km/h) are in force on school days during specified hours. Motorists should read signs carefully when entering school zones. The school zone hours for our school are:	Page 6 Road Safety Hero Parents' Information Booklet
Driving near schools / School zones	When driving, be alert when passing a stationary bus as children often dash out to cross the road.	Page 6 Road Safety Hero Parents' Information Booklet

Topic	Text	Reference
Driving near schools / School zones	When you see a School Crossing Supervisor, obey their instructions. The supervisor will step onto the road and display the STOP sign. You must STOP and wait until the pedestrians have crossed the road and the supervisor has returned to the kerb before proceeding.	Page 6 Road Safety Hero Parents' Information Booklet
Driving near schools / School zones	 <p>Don't park in no-stopping zones or use them as drop off areas.</p> <p>No Stopping means DO NOT STOP HERE for any reason unless obeying an official direction.</p> <p>You can drop off or pick up passengers in a 'No Parking' or a 'Stop, Drop and Go' zone as long as the vehicle is not left unattended and you exit the zone within two minutes.</p>	Page 6 Road Safety Hero Parents' Information Booklet
Driving near schools / School zones	Park your car on the same side of the road as the school so your child doesn't have to cross the road. Make sure your child uses the car door on the kerb side (known as the safety door) not the roadside. If you have to park on the other side of the road, escort your child across the road. Never call them to cross the road.	Page 6 Road Safety Hero Parents' Information Booklet Road Safety Matters, Key Road Safety Messages P-1.
Setting an example	As parents and carers, you can set a good example for your children on how to be safe as a passenger, pedestrian, cyclist and driver by taking the time to talk about what your child can see when walking or driving with you in the car.	Page 5 and 7 Road Safety Hero Parents' Information Booklet
Setting an example	As parents and carers, you can set a good example for your children on how to be safe as a passenger, pedestrian, cyclist and driver by pointing out traffic signs and signals and explain what they mean, and talk about safer places to cross the road – such as at pedestrian (zebra) crossings.	Page 5 and 7 Road Safety Hero Parents' Information Booklet
Setting an example	As parents and carers, you can set a good example for your children on how to be safe as a passenger, pedestrian, cyclist and driver by always wearing your seatbelt.	Page 5 and 7 Road Safety Hero Parents' Information Booklet
Setting an example	As parents and carers, you can set a good example for your children on how to be safe as a passenger, pedestrian, cyclist and driver by being calm when travelling, not swearing or yelling at other road users, or showing aggressive driving behaviours such as tailgating or dangerous overtaking manoeuvres.	Page 5 and 7 Road Safety Hero Parents' Information Booklet
Bike safety	It is recommended that children under 10 years of age do not ride their bike on the road without adult supervision. They have yet to develop the understanding, skills and experience to cope with traffic at this age. By riding with your child on roads and paths you can identify the hazards in the local area, and together plan to either avoid these hazards or work out how to negotiate them safely.	Page 7 Road Safety Hero Parents' Information Booklet

Topic	Text	Reference
Bike safety	<p>A bicycle is a vehicle and riders must follow all the road rules when riding on roads and paths. These include:</p> <ul style="list-style-type: none"> • keeping to the left of the path or road (unless making a right turn) and using bike paths or lanes when available • giving way to pedestrians • obeying all road signs • always wearing an approved, correctly fitted helmet • riding no more than two abreast – the bike rider should be prepared to ride in single file on narrow roads and paths • wheeling bicycles across all crossings, except bicycle crossings. 	<p>Page 8</p> <p>Road Safety Hero Parents' Information Booklet</p>
Bike safety-helmets	<p>It is required by Queensland law that everyone must wear a helmet when riding a bike. Helmets help protect bike riders from head injuries and can save lives.</p> <p>When buying a helmet it must:</p> <ul style="list-style-type: none"> • have the Australian Standards mark/label • fit firmly and comfortably on the person's head and shouldn't be able to move in any direction • have adjustable straps so there is no slack when they are fastened. <p>A helmet that does not fit correctly is unsafe and it may move or slip off in a fall or crash.</p>	<p>Page 8</p> <p>Road Safety Hero Parents' Information Booklet</p>
Catching the bus	<p>Passengers: waiting for the bus</p> <ul style="list-style-type: none"> • Be on time. • Have your bus pass, ticket, card or money ready. • Stand well back from the edge of the road (one giant step or approximately 1.5 metres). • Remain quiet, without pushing or shoving. • Stand well away from known danger zones and blind spots. A danger zone or blind spot is a place where the driver cannot see, for example, directly in front or behind the bus, or near the wheels of the bus. • When the bus stops, move quietly to the bus. 	<p>Road Safety Matters Year 2 and 3</p> <p>Key Road Safety Messages</p>
Riding the bus	<p>Teach your children to always treat the bus drivers with respect and encourage other children to do the same – the driver has the important job of getting them to their destination safely.</p>	<p>Road Safety Matters Year 2 and 3</p> <p>Key Road Safety Messages</p>
Driving around schools / Children are unpredictable	<p>Children can be unpredictable so always slow down around schools. Watch for children riding, walking or getting out of vehicles.</p>	<p>Page 3</p> <p>Safe School Travel, A lesson for everyone</p>
Driving around schools	<p>Keep an eye out for children at pedestrian crossings and always stop for them.</p>	<p>Page 3</p> <p>Safe School Travel, A lesson for everyone</p>
Walking / Safest route	<p>Walking to school is great exercise and gives children the chance to learn about road safety. However, it is recommended you walk to school with primary school children and point out the dangers to them. Show them the safest route to school. It is usually the way with the least traffic and fewest roads to cross. The footpath is always the safest place to walk.</p>	<p>Page 5</p> <p>Safe School Travel, A lesson for everyone</p>
Walking	<p>Encourage children not to play with balls or other toys when walking to school as they may dash onto the road to retrieve them.</p>	<p>Page 5</p> <p>Safe School Travel, A lesson for everyone</p>

Topic	Text	Reference
Purchasing a bike	<p>Make sure the bicycle fits the child. Take your child with you when you shop for a bike so they can try it out. Don't buy a bike for the child to grow into as oversized bikes are dangerous. A bike is the correct fit when the child is able to:</p> <ul style="list-style-type: none"> • place the balls of both feet on the ground when sitting on the seat • straddle the centre bar of the bike – their feet should be flat on the ground and there should be about 2-5 cm clearance between the bar and the crotch • reach the handlebars comfortably when seated on the bike. 	<p>Page 7</p> <p>Road Safety Hero Parents' Information Booklet</p>
Getting off the bus	<p>There are some simple rules children should follow when getting off the bus:</p> <ul style="list-style-type: none"> • remove headphones so that they can hear the traffic • once off the bus, wait until the bus has moved away before making any decision to cross the road (the bus is a big blind spot, as children cannot see in front of or behind the bus, and drivers cannot see children) • never step in front of the bus. 	<p>Road Safety Matters Year 2 and 3 - Key Road Safety Messages</p>
Travelling on the bus	<p>The bus driver has the huge responsibility of getting children to their destination safely. In order to do this, the bus driver needs to concentrate on the road. Encourage students to help the driver and work as part of a team to ensure they get to their destination safely by:</p> <ul style="list-style-type: none"> • staying in their seat, sitting quietly and encouraging other children to do the same • keeping noise to a minimum by speaking quietly to their friends • remembering it is against the law to put things out of the window – no papers, litter, arms or heads • placing bags in their lap, under the seat, or in the racks provided • showing care, courtesy and common sense while on the bus • not vandalising the bus and reporting any vandalism to the driver as they exit the bus • wearing seatbelts at all times (if the bus has them) • not distracting the driver • ensuring they are aware of the emergency exits in the bus. 	<p>Road Safety Matters Year 2 and 3 - Key Road Safety Messages</p>
Wheeled recreational devices	<p>Wheeled recreational devices (WRDs) such as rollerblades, rollerskates, scooters and skateboards have become popular with children and may be fun for them to use. Make sure if your child has a WRD they know how to use it safely. Firstly, when using WRDs, children should always wear a helmet, shoes and other protective clothing such as knee and elbow pads and wrist guards to prevent injuries.</p> <p>Secondly, although there are specific rules on when and where a person can ride a WRD, young children should be taught that the safest places to ride are in places such as parks and on footpaths and under adult supervision. They should be taught to always keep left and to give way to pedestrians. The below points provide more information on the rules that apply to a person riding a WRD.</p> <p>Users must:</p> <ul style="list-style-type: none"> • not travel on a road where the speed limit is 50km/h or more • not travel on roads with a white centre line or median strip or where there are marked lanes • not travel on a road at night; you can however travel on a footpath and cross a road at night by the most direct route • give way to pedestrians on a footpath • keep to the far left side when travelling on a road or footpath • not use WRDs where a sign prohibits their use. 	<p>Page 10</p> <p>Road Safety Hero Parents' Information Booklet</p>

School Environment Scan

The school Environmental Scan checklist is a tool for the schools to outline their school environment. This checklist will give you a better understanding of your school environment. Please use a separate form for each sheet.

School:				Date:			
Street name:							
School times:		Start		Finish			
Is a school zone present?		Yes <input type="checkbox"/>		N <input type="checkbox"/>		Speed limit when school zone?	
School zone times		Morning:		Afternoon:		Normal speed limit?	
How many traffic lanes are marked on the road? 2,4 or other							
Regulatory signs and poles							
Sign	Yes	No	Condition	Comments			
No standing (R5-350)							
Speed limit (R4-1)							
School zone (R4-Q01)							
Children (W6-3)							
Pedestrian crossing ahead (W6-2)							
Pedestrian crossing (R3-1)							
Traffic lights							
Pedestrian/signalised crossing	Yes <input type="checkbox"/>	No <input type="checkbox"/>					
Additional features							
Feature	Yes	No	Condition	Comments			
Footpath on school side							
Footpath opposite school							
Pedestrian gates							
Kerb extensions							
Pedestrian crossing							
Pedestrian refuge							
Supervised school crossing							
Are there any vegetation or litter problems?							
Condition of road: Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/>							
Safe walking and peddaling							
Total number of students attending the school?							
How many students travel to/from school using the following modes of transport?							
Walk:	Cycle:	Bus:	Car:	Other:			
Does the school have a secure storage area for bicycles?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are the footpaths adequate for pedestrians/cyclists?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do students use safe practices to cross the road (e.g. use crossings)?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the school currently operating a walking or cycling education program?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Bus bay Yes <input type="checkbox"/> No <input type="checkbox"/>							
on street / indented / off street	Length:	metres	School side				
Bus shelter	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Additional comments:				
Number of car parks: (Please count)	Marked:	Unmarked:					
Loading zone	Yes <input type="checkbox"/>	No <input type="checkbox"/>	What is the time limit? <input type="text"/> minutes				
on street / indented / off street	Length:	Metres	School side				
Is it used effectively	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Times	<input type="text"/>	AM	<input type="text"/>	PM
Do drivers park correctly (e.g. no double parking)?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are cars parked legally at the correct distance from crossings/bus stops?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are no standing or no parking zones complied with?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Please supply additional comments on the next page

