

**St. Cuan's College,
Castleblakney
Ballinasloe, Co. Galway.**



Traffic and Parking Policy

Ratified & Adopted by The Board of Management

MISSION STATEMENT

St. Cuan's College is a Catholic Diocesan Co-Educational College.

St. Cuan's College is dedicated to the academic, social, cultural and spiritual growth of its students. In this pursuit, we are devoted to achieving the highest attainable level of education and promoting the development of young men and women of strong moral character consistent with the school's Christian tradition.

We endeavour to create a stimulating, respectful and supportive environment for staff, students and families in which all are valued and encouraged to develop and share their unique talents. St. Cuan's College promotes further education beyond Leaving Certificate, inviting the local community to join us in our pursuit of personal development - mind, body and spirit.

Scope:

This policy applies to the whole school community in relation to arriving, departing and parking at the school.

Rationale:

The school recognises the need to set down policy to govern the manner in which students, parents, staff, visitors and other traffic related to the school operates. This policy addresses the school's role in:

- facilitating safe passage for all people to and from the main school door
- providing access to disabled parking
- providing parking for staff and school visitors
- facilitating permit parking for students
- designating space for school buses
- designating space for the loading and unloading of deliveries

Objectives:

The objectives of this policy statement are:

1. To clearly communicate the traffic and parking procedures for the school.
2. To define the criteria to be applied in consideration of student parking and the issuing of parking permits.
3. To clarify the school's management of its parking facilities.
4. To identify other school policies whose remit is taken into consideration
5. The role of the Board of Management

Procedures:

1. In order to address the safe passage of people to and from the main school door the traffic in the car park directly in front of the school must be kept to a minimum. Therefore the use of this car park is strictly limited to:
 - School staff and visitors
 - Drivers who need to access the designated handicap spaces for the purpose of dropping/collecting students, or visiting the school.
 - Drivers collecting or dropping off students **outside** of the designated school opening /closing hour. The school opening hour is 8:30 – 9:30. Closing hour is 3:30 -4:30.
2. Drivers collecting or dropping off students during opening/closing hours must do so in the car park across the road. This car park is linked to the main building via a zebra crossing. Drivers dropping/collecting students on the main road at the side of the building must not block access to the zebra crossing.
3. Students walking to school or being dropped by drivers in the village are asked to stay on the paths and to use the zebra crossing correctly.
4. Student parking is located in the car park across the road from the main building. Priority for parking in this lot is given to PLC students with school issued parking permits. Secondary students with parking permits may also park here if space is available. Student parking without school issued permits is not allowed.
5. Buses collect and pick up directly outside the gates of the main building or in the car park across the road. Signs are posted to keep drivers from parking in these designated areas.
6. Deliveries can be made in the main car park outside of the school door only outside of the school's opening and closing hours. Otherwise all deliveries must be made in the car park across the road.

PLC Student Parking Permit criteria:

Post Leaving Cert students who wish to apply for a parking permit must:

1. be currently enrolled in PLC courses offered by St Cuan's College.
2. complete and submit a PLC Parking Permit form (see attached) to school management.

Secondary School Student Parking Permit criteria:

Secondary school students who wish to bring a car to school and park it in the designated student lot across the road may do so provided that adequate spaces have been made available for PLC students and specific criteria is fulfilled as follows.

Students considering bringing a car to school and parking it in the designated lot must first:

1. Apply to the school for a parking permit. This requires completion of a Secondary student parking permission form. The form requires the following:
 - car registration number, the student's driving license number and car insurance policy number.
 - A parent's signature giving permission to allow the student to drive and park at school.
 - The assurance that no other student will be brought by the driving student to or from the school without explicit communication between the parents of the students involved and school management.
 - The driver must recognise that having a car on school property does not alter any other policy the school has in relation to discipline, leaving or arriving late to school. Students are not to go to the car for any reason between classes or during break without explicit permission by the Principal or Deputy Principal.
 - The driver must accept that they are not allowed to sit in their cars or loiter in the car park before/during or after school.
2. Submit the parking permission form to school management. Following receipt of the completed form, the school management may supply a parking permit to the student.

Management of School Parking Facilities:

- School issued parking permits must be displayed on the dash of the car when it is parked on school grounds.
- School management reserves the right to charge a nominal fee for the parking permit. This fee will not exceed 20 euro.
- The school will not be liable for any damage that occurs to the car when parked on school grounds.
- The school management reserves the right to revoke a parking permit if it feels the terms of the permit are not being met.
- Staff and visitors are not required to hold parking permits.

The Traffic and Parking Policy in relation to other school policies:

This policy is designed to enhance policy set down by the school in relation to Health and Safety, and Discipline. The implementation of this policy does not conflict with any other operating policy the school enforces.

The Role of the Board of Management:

The Board of Management will monitor the need for on-site parking and will be responsible for the maintenance of school parking facilities, including issuing permits and ensuring adequate signs are posted.

This policy was adopted by the Board of Management on _____.

This policy has been made available to school personnel, published on the school website and provided to the Parent’s Association.

This policy and its implementation will be reviewed by the Board of Management once in every school year.

Signed _____

Signed _____

Chairperson of Board of Management

Principal

Date:

Date

Date of next review: