

**NLSchools** refers to all public K-12 English schools and school related facilities under the jurisdiction of the Department of Education, Education Operations Branch and all employees working therein, and all employees providing services and supports to such schools, including those who work in the areas of school facilities, student transportation, program implementation, student services, and procurement.

## **Policy Name**

Parking Lot and Traffic Safety

## **Policy Statement**

The Department of Education in coordination with the Department of Transportation and Infrastructure will coordinate all activities involving traffic flow and parking on parking lots and roadways at schools and school-related facilities within NLSchools to ensure a safe environment exists.

## **Background**

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

## **Scope**

This policy applies to all users (i.e. students, employees, and visitors) of parking lots and roadways at schools and school-related facilities within NLSchools.

## **Policy Directives**

1. The School Facilities Division, Transportation and Infrastructure, is responsible for the design and layout of school lots and roadways, including traffic flow patterns. On school lots, the school administrators and/or designated staff will ensure that the layout, roadways, and traffic flow patterns are followed.
2. Employees and visitors will ensure 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 government vehicles will reverse into a parking space and drive out forward, except when angle parking does not require reversed parking. While this is a requirement for employees driving government vehicles, reversing into a parking space is recommended for all drivers.
4. Before leaving a parked government 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 vehicles should be minimized on lots, and vehicles must not idle where exhaust fumes can enter the facility.
10. The School Facilities 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](#)