



Divine Mercy College  
326 Yangebup Road Yangebup WA 6164

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# DRIVE THROUGH POLICY AND PROCEDURES

## Aim

The aim of the Drive Through Guidelines for Divine Mercy College is to ensure the safety and security of all students, staff, and visitors on school grounds. The guidelines aim to regulate the speed and flow of traffic on the school premises, and to minimise the risk of accidents and injuries.

The guidelines also aim to promote responsible driving behaviour and discourage reckless or distracted driving. The College aims to provide a safe and welcoming environment for all members of the school community, and the Drive Through Guidelines play a critical role in achieving this goal.

## Scope

This policy applies to all students, parents, guardians, staff, and visitors of Divine Mercy College who use the drive-through drop-off and pick-up area.

## Related Policies

- WHS Policy

## Legislation

- Road Traffic Code 2000 (WA)
- School Education Act 1999 (WA)
- Work Health and Safety Act 2020 (WA)

## Risk Assessment

Traffic On-Site Risk Assessment and the Requirements of the Traffic and Pedestrian Safety Inspection. The measures that have been implemented are to ensure as far as possible:

- Safe access to the school premises for pedestrians and cyclists.
- Satisfactory flow of traffic to avoid congestion.
- Arrangements for on-site parking and vehicular access (for staff and visitors) during the school day that ensure that students' safeguarding measures are adhered to.
- Provision of off-site parking to avoid/ limit traffic congestion and unsafe/ inappropriate parking practices at the start and end of the school day.

## Arrangements

1. The maximum speed limit for all vehicles entering or exiting the school grounds is 5km/h. This speed limit is in place to ensure the safety of all students, staff, and visitors.
2. All vehicles entering or exiting the school grounds must adhere to the one-way driving policy. This policy is in place to reduce the risk of accidents and ensure a smooth flow of traffic.
3. Drivers must exercise caution and be aware of their surroundings at all times. They must be prepared to yield to pedestrians and other vehicles, and obey all posted signs and signals.
4. It is strictly prohibited for individuals with learner's permits (L-platers) to drive within the school grounds. L-platers are advised to park their vehicles in designated areas outside the school premises and make alternative arrangements for drop-off or pick-up.
5. Drivers who violate the speed limit or one-way driving policy will be subject to disciplinary action. This may include fines, suspension of driving privileges, or other consequences as deemed appropriate by school officials.
6. Any accidents or incidents involving vehicles on school grounds must be reported to school officials immediately.
7. The drive-through lane is intended for quick drop-off or pick-up of students only. Morning drop-off times are from 7:30 AM to 8:30 AM; and afternoon pick-up times are from 2:45 PM to 3:45 PM. Drivers are not permitted to park or wait in the drive-through lane for an extended period of time.
8. Drivers must not use mobile devices while driving on school grounds. This includes texting, making phone calls, or using any other electronic device while operating a vehicle.
9. The Emergency Vehicle Access is through the visitors car park. An emergency vehicle is able to go through the gates and into the playground. The gate is not blocked by other vehicles. Should an emergency occur the gates will be opened by a member of staff in preparation for the arrival of the emergency vehicle.
10. The school reserves the right to modify this policy at any time, in order to ensure the safety of all students, staff, and visitors.

## Safety Measures:

- Staff will be on duty to supervise the drive-through area during drop-off and pick-up times.
- In case of an emergency, staff will assist in evacuating the drive-through area safely and efficiently.

## Review History

Version	Date released	Next review	Summary of Changes	Author
1	2023	2025	Document Created	Yan Lau
2	May 2024	February 2026	Applied to new template Change of Policy's Name	Yan Lau