



Geelong Lutheran College is committed to providing a safe environment for all our students when they are in the care of the College.

Definitions

The College: Geelong Lutheran College St John's Newtown and Armstrong Creek

Parents: Parents, Guardians, Caregivers

Driver: Parents Vehicles, College Bus Drivers, Bus Contractors, Staff Members, Students

Rationale

Geelong Lutheran College is committed to providing a safe working environment for all our workers, students, visitors and guests, including in our car park areas.

It is our Policy that:

- parking areas are to be clearly marked
- driveways and parking areas are to be properly lit
- drivers are only to park in designated parking areas
- appropriate signage is to be placed in driveways and parking areas where hazards are identified
- mirrors are to be fitted to cover obvious blind spots
- the speed of vehicles in the car park must not exceed walking pace
- all drivers must follow the procedures set out below.

Driveway and Car Park

Moving vehicles in the driveway and car park areas at Geelong Lutheran College may pose a risk to the safety of pedestrians and a risk of property damage in the event of a collision.

Staff Responsibilities

It is the responsibility of all staff to take reasonable care for their own health and safety and that of their fellow colleagues, students, visitors and guests.

The following procedures must be observed by all personnel driving in or out of, or within, the College car park:

- drive at a walking pace – do not speed
- always keep a careful lookout
- pay attention when reversing.

Implementation

This Policy is implemented through a combination of:

- training facilitated by the Facilities Manager
- regular workplace safety inspections
- effective incident notification procedures
- initiation of corrective actions where necessary.



Discipline for Breach of Policy

Where a staff member breaches this Policy, Geelong Lutheran College may take disciplinary action.

Evaluation

This Policy will be reviewed as part of the College's five-year review cycle.

Policy Administration

Responsible Person/s	Approver	Date Approved	Next Review
Executive Principal	College Board	August 2023	August 2028