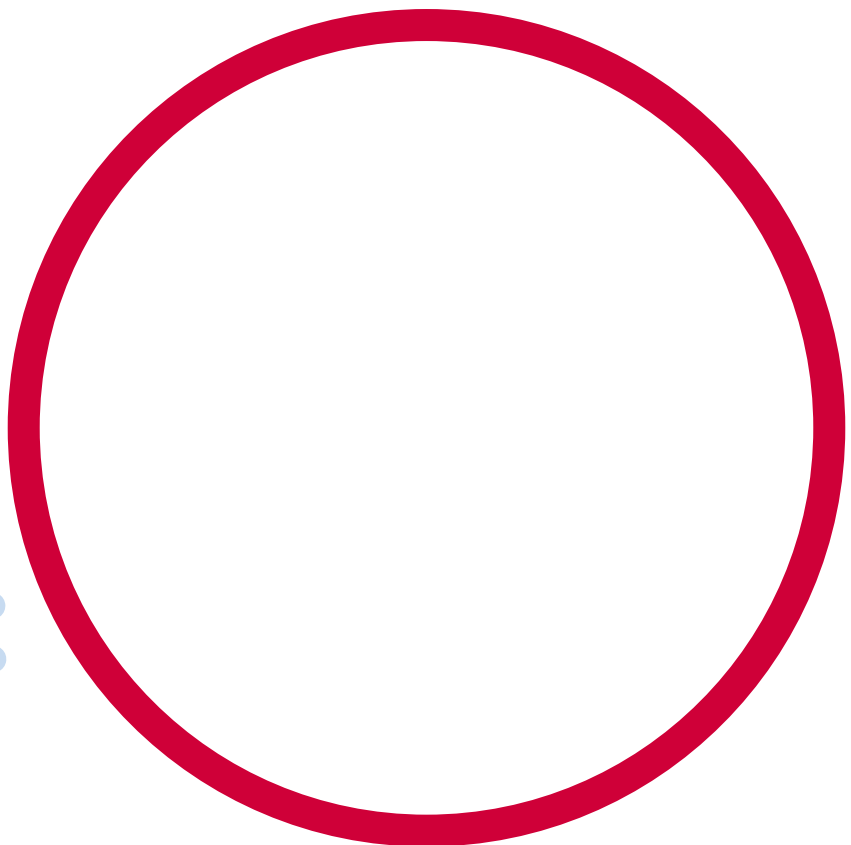
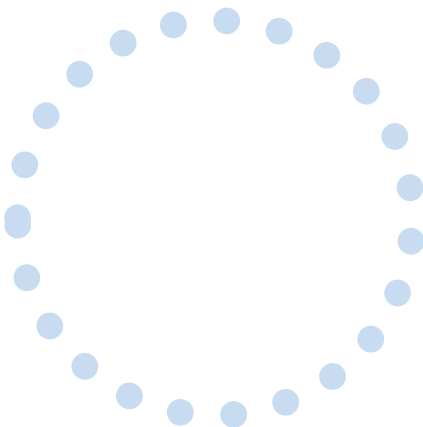
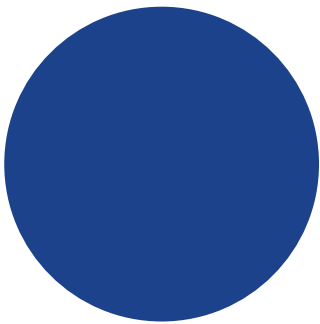


# Design Framework School Transport Planning

v.1.1 DRAFT August 2024



# Purpose

This document has been created to provide guidance on the School Infrastructure New South Wales (SINSW) School Transport Plan approach to deliver efficient, safe and sustainable access to school during the planning, delivery and operation of school assets.

## Superseded documents:

- Practice Note: School Transport Plan – Executive Approval 08/04/2021

## Disclaimer

This framework helps design teams easily access information and share successful project methodologies to ensure compliance with the school design principles. Following this framework does not irrevocably replace any project obligations to deliver against Educational Facilities Standards and Guideline requirements or state, local legislation and statutory planning obligations.

# Document control

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## Version history

| Version | Date       | Description  | Prepared by    | Approved by |
|---------|------------|--|----------------|-------------|
| 0.1     | 5/7/2022   | Copied approved PN content into new format. Copied draft EFSG words from RL's document to AS to into Guidance section. | AT             |             |
| 0.2     | 26/08/2024 | Minor revisions  | SB, JN, KA, RH |             |
|         |            |  |                |             |

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# Introduction on Framework Elements

## Executive Summary

The School Transport Planning framework collates legislation, policies and programs across NSW state and local government. Using the school enrolment boundary and demographic data, the process follows the Movement and Place Framework to establish the transport infrastructure and operations required to meet student travel demand safely, efficiently and sustainably without relying on one-car one-child kiss-and-drop.

This framework sets out the Transport Working Group process to raise issues and co-design solutions with Transport for NSW and local council transport planners and traffic engineers.

The Costs and Benefits realisation component is agreed with NSW Treasury, currently using the Economic Parameter values to establish the benefits for walking, riding a bicycle and taking public transport (and school buses). When the NSW Health model is available, it is agreed the parameter values for active and public transport will supersede the Transport for NSW (TfNSW) parameter values.

The School Transport Plan template is agreed with the Green Building Council of Australia to meet their 3 Movement and Place credits under the *Buildings* rating tool, provided the plan follows the attached template and includes the implementation evidence requested in Request R-14426.

The data collection methodology sets out the staff and parent questionnaires, the hands up survey procedure and the process to use depersonalised residential data to set a mode share target “upper limit”. For the avoidance of all doubt, data collection may only be conducted in weeks 2-8 of Term 1-3. Any data collected in Term 4, especially after week 7, must be re-run the following year in Term 1.

## Definitions

|      |  |
|------|--|
| DA   | Development Application                            |
| DCP  | Development Control Plan                           |
| DEL  | Director Education Leadership                      |
| DOE  | Department of Education                            |
| DPHI | Department of Planning, Housing and Infrastructure |
| EIS  | Environmental Impact Statement                     |

|       |  |
|-------|--|
| ESEPP | The State Environmental Planning Policy (Educational Establishments and Child Care Facilities) |
| EV    | Electric Vehicle   |
| GBCA  | Green Building Council of Australia  |
| ITS   | Intelligent Transport Systems  |
| LEP   | Local Environmental Plan   |
| LGA   | Local Government Area  |
| MOU   | Memorandum of Understanding  |
| PAMP  | Pedestrian Access Management Plan  |
| REF   | Review of Environmental Factors  |
| RTA   | Rapid Transport Assessment   |
| SCG   | School Community Group   |
| SINSW | School Infrastructure NSW  |
| SSD   | State Significant Development  |
| SSTS  | Subsidised School Travel Scheme  |
| STP   | School Transport Plan  |
| TWG   | Transport Working Group  |

# Policy

- Roads Act 1993 No 33
- Transport for NSW Movement and Place Framework.
- Transport for NSW Future Transport Strategy.
- Green Building Council Australia.
- Department of Planning, Industry and Environment, Child care planning guideline, Gazetted October 2021.
- Council Development Control Plans (DCP) for Local Government Areas.
- Council Local Environmental Plans (LEP) for Local Government Areas.
- Local Council Contributions Plans
- Local Council Precinct Plans.

## Aims and Principles

This document is intended for stakeholders interested in transport planning, traffic engineering, road safety, statutory planning and delivery including Department of Education (DoE) staff (including School Infrastructure, School Operations, WHS etc), consultants, state and local government agencies, and the school community including staff, parents, students and neighbours.

In transport planning, DoE uses data to prioritise safe, efficient and sustainable transport to a school site. Schools are places with regular travel demand (200 days per year, twice a day) which can be met by feasible and connected networks. Where transport deficiencies are identified, these must be understood, regardless of the responsible party.

DoE seeks to understand student access needs and collaborate with external stakeholders to meet demand and resolve deficiencies, guide modest interventions in the school public domain and collaborate with external stakeholders to resolve needs into the future as travel demand changes and funding for infrastructure and operations becomes available. This can shorten delivery timeframes and assign transport expenditure to the interventions with the highest potential for mode share shift to active and public transport.

SINSW and TfNSW have a Memorandum of Understanding (MOU) to share information and collaborate to address traffic congestion associated with travel to and from school. SINSW Asset Activations team have a MOU in place for several Local Government Areas (LGAs) with confidentiality arrangements to manage data and discuss confidential information openly within the Transport Working Group (TWG) framework.



This framework details the:

- School Transport Plan (STP) process;
- Rapid Transport Assessment (RTA) methodology during Infrastructure Planning;
- Transport Assessment and School Transport Plan methodology during Delivery;
- using the School Transport Plan during Operations;
- using the LGA-wide or Region-wide prioritisation process (and providing it to external agencies);
- evidence required by Green Building Council of Australia to meet Request R-14426; and
- expectations for transport consultants documenting transport access and travel demand.

Treasury, Department of Planning Housing and Industry, Transport for NSW, and the Government Architect expect to see this Transport Assessment and School Transport Plan throughout Infrastructure Planning and Delivery.

## Introduction

NSW has over 2,200 government schools which are busy trip generators with regular, weekday travel demand. Increasing the student population requires redevelopment of existing schools or building new schools which results in increased travel demand.

Transport to school is complex as each school is:

- Serving a range of transport customers from staff to parents, from infants to independent secondary students;
- Drawing enrolments from variously sized intake area boundaries;
- Located in a different context with variables like geography, topography, nearby land uses, housing typologies and density;
- Served by varied transport infrastructure and operations; and
- Uses a mix of transport modes.

For students, the main travel modes are:

- Walking for the whole or part of a trip (the “last mile” to school from arrival public transport stops / stations and wharves);
- Bicycle riding and other rideable toys such as scooters and skateboards;
- Public transport including school buses; or
- Car passenger.

In addition, staff and visitors may also drive a car, or ride a motorcycle. There are different agencies and departments at a state level and local level with some responsibility for elements of each transport mode.

For new and redeveloped schools, traffic and transport is the primary issue for a consent authority and public perception. The way SINSW responds to the impacts of the development is critical. The School Transport Planning establishes the travel demand for the specific school context to identify the critical transport infrastructure required to satisfy community expectations and statutory planning obligations. The assessment seeks to address school travel demand safely, efficiently and sustainably by maximising the most active and public transport modes, reducing car parking capital expenditure and car travel demand.

The assessment process incorporates “best practice” transport planning in the planning and design of schools, using the Departments’ existing demographic data and mode share data. In designing each new school or upgrading an existing school, the assessment informs the multi-modal transport aspects required to develop the project and leave project schools with the relationships with key state and local transport stakeholders, to resolve issues into the future.

The Rapid Transport Assessment informs projects in planning [Site selection, Optioneering, Functional Design Brief, Master Plan, Business Case] and the Transport Assessment, School Transport Plan template, annual School Transport Plan reporting, Travel Access Guide template support projects through the subsequent stages of planning [Schematic Design, Detailed Design] and delivery Environmental Impact Assessment [SSD / DA / REF] including Construction Traffic Management, school transport operations during construction and end-state operations.

Relevant DoE policies include:

- Schools have a duty of care to ensure all students are travelling as safely as possible to and from school. Duty of care (staff only) may extend outside of school hours and off school premises in circumstances where there is a clear and close connection to the school [[Managing school road safety \(nsw.gov.au\)](https://www.nsw.gov.au/transport/school-transport/managing-school-road-safety)].
- Unless students are enrolled at Out of School Hours Care (OSHC) they are not to arrive 30 minutes before and after each session or as otherwise agreed between the Principal and you [[OSHC licence operating guidelines \(nsw.gov.au\)](https://www.nsw.gov.au/transport/school-transport/oshc-licence-operating-guidelines)];
- Students are not entitled to a car space ([Vehicles on school grounds and road safety \(nsw.gov.au\)](https://www.nsw.gov.au/transport/school-transport/vehicles-on-school-grounds-and-road-safety));
- Staff are entitled to salary package a vehicle ([Salary packaging \(nsw.gov.au\)](https://www.nsw.gov.au/transport/school-transport/salary-packaging));
- Staff are not entitled to a car parking space ([Vehicles on school grounds and road safety \(nsw.gov.au\)](https://www.nsw.gov.au/transport/school-transport/vehicles-on-school-grounds-and-road-safety));

- Staff are able to use department pool vehicles for travel on official business and school-related travel [[Motor vehicle procedures \(nsw.gov.au\)](https://www.nsw.gov.au/motor-vehicle-procedures)]; and
- Only authorised visitors and vehicles are permitted onto school sites, with authorisation granted by the principal or delegated school officer – usually via intercom from remote controlled lockable gates.

Relevant state policy:

- TfNSW provides several options for eligible students as part of the School Student Transport Scheme (SSTS), including:
  - Students are eligible for free public transport by signing up to the School Travel Pass or School Opal card, if they live far enough from their school. This is 1.6 km (straight line distance) for primary students in year 3+ and 2 km (straight line distance) for secondary school students (2.3 km on-path walking distance for a primary school and 2.9 km on-path walking distance for a secondary school) [[Apply for a school travel pass or School Opal card | transportnsw.info](https://transportnsw.info/school-travel-pass)];
  - If students are ineligible for the School Travel Pass / School Opal card, they are taken to be within active transport distance of their school – despite the accepted 800 metre or 10-minute walk adults are expected to tolerate to reach express public transport services. Students may purchase a School Term Bus Pass for \$55 per term but uptake of this pass is very low [[School Term Bus Pass | transportnsw.info](https://transportnsw.info/school-term-bus-pass)];
- In regional NSW, students living in remote areas beyond access to public transport and school buses may be eligible for the School Drive Subsidy [[School Drive Subsidy eligibility | transportnsw.info](https://transportnsw.info/school-drive-subsidy)];
- If students have access or mobility requirements to manage travel to school with a disability, they may be eligible for the Assisted School Transport Scheme [[Assisted school travel program \(nsw.gov.au\)](https://www.nsw.gov.au/assisted-school-travel-program)];
- School principals may apply for a School Crossing Supervisor, once they meet the criteria for the School Crossing Supervisor Program [[School crossing supervisor form | Transport for NSW](https://transportnsw.info/school-crossing-supervisor-form)];