



Canadian International School

Traffic Management Plan

Revision Date: 19 Sep 2025

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Introduction

The school parking areas can be an incredibly busy place during arrival and dismissal times. The high volume of activity can lead to traffic, unsafe conditions, and potential injury. Ensuring that no child gets hurt is the primary concern for our school, but this requires everyone's participation, including parents and the transportation team.

We have developed a traffic plan for our school property which details the guidelines that we are asking all users to follow. Following this plan will help to reduce traffic congestion and create a safer environment for our students, staff, and visitors. All employees and visitors are urged to carefully read this document and follow the guidelines it contains. Employees or visitors who violate the traffic guidelines may face disciplinary action.

The Traffic Management Committee will review this document every year, and awareness will be spread on a regular basis through parental activities, student groups, assemblies, official website, social media pages and school meetings.

Purpose

This Traffic Management Plan has been developed in alignment with ADEK's Health and Safety Policy and School Transportation Policy. Its primary purpose is to ensure the safety of the school community - students, staff, parents, and visitors by systematically managing risks associated with vehicle-to-pedestrian and vehicle-to-vehicle interactions that may pose harm to people, property, or the environment, particularly during peak times such as drop-off and pick-up.

The plan includes a detailed and regularly updated traffic flow strategy, both internal and external, to reduce congestion and enhance safety. A trained task force of staff is assigned to manage and direct traffic, ensuring smooth daily operations on parking areas.

The results of a formal traffic management hazard identification and risk assessment that was done with the involvement of the OSH Officer and Traffic Management Committee served as the foundation for the traffic management plan.

Overview

1. General Site Description:

Canadian International School Abu Dhabi (CIS), located in Khalifa City A approximately 30 km from downtown Abu Dhabi, is surrounded by residential villas and low-rise buildings, including a private school, with public roads providing direct access to the campus. The campus has four main gateways and parking areas to ensure smooth traffic flow: the Main Gate serves staff and visitors with marked parking spaces; the Parent Gate is designated for student drop-off and pick-up by private vehicles, with dedicated parking; and KG Gate provides a separate, safe entrance for KG students and their parents. The Bus Gate is used exclusively by school buses, which park only in the assigned bus area. Staff have access to parking at the main gate and near the bus gate. The overall design separates car and bus traffic, enhancing safety and minimizing congestion during peak hours.

2. Traffic Management Committee:

The role of the traffic management committee is to evaluate and make recommendations on safety improvements for the school traffic system. As a result, the traffic management committee meeting reviews and takes further action on traffic and school transportation-related concerns and keeps records. At least one committee meeting must be held in each academic year. Apart from this, meetings can be held in case of any accident or event. The list of committee members is given in **Table No.3**.

Responsibilities include, but are not limited to:

1. Review existing policies and procedures to ensure effective communication, coordination, and continuity of traffic and transportation programs.
2. Suggest innovative thinking that will resolve or minimize the current problems.
3. Monitor the effectiveness of changes or modifications and share evaluations with the committee members.
4. Encouraging the implementation of "school traffic management plans" on the campus.

3. Communication Plan:

It is highly essential to inform the school community of the arrangements for traffic management at the school as well as any problems to make sure that everyone, including parents, staff, and students, is aware of the transportation options available and the regulations that must be adhered to in order for them to arrive and depart school safely and effectively. School frequently interacts with our targeted audiences through the school's OSH board, official website, social media page, parent's meeting, or school assemblies, depending on the audience.

Table 1: School Overview

School Name: Canadian International School	Grades: KG1-12
Address: SE-43, Khalifa City-A, Abu Dhabi	Contact number: 02 556 4206
School Students population: 919	No. of Employees: 188
No. of school bus students: 368	No. of non-bus students: 551
School Bus Operator: School-Owned Buses	

Table 2: School Entry and Exit Times (Time subject to change on Fridays)

CATEGORY	ENTRY		EXIT	
	GATE	TIME	GATE	TIME
KG-1 (BUS)	Bus Gate	07:30 AM – 08:00 AM	Bus Gate	12:45 PM – 01:10 PM
KG-1 (OT)	KG Gate	07:30 AM – 08:10 AM	KG Gate	12:55 PM – 01:10 PM
KG-2 (BUS)	Bus Gate	07:30 AM – 08:00 AM	Bus Gate	12:45 PM – 01:10 PM
KG-2 (OT)	KG Gate	07:30 AM – 08:10 AM	KG Gate	02:50 PM – 03:10 PM
PRIMARY&SECONDARY (BUS)	Bus Gate	07:30 AM – 08:00 AM	Bus Gate	03:00 PM – 03:15 PM
PRIMARY&SECONDARY (OT)	Parent Gate	07:30 AM – 08:15 AM	Parent Gate	02:55 PM – 03:30 PM
STAFF	Main Gate	07:30 AM	Main Gate	04:00 PM
VISITORS	Main Gate	08:00 AM	Main Gate	04:00 PM

Table 3: Traffic Management Committee

Committee members:

Principal	Transportation Supervisor
Head of primary	OSH Officer
Head of Middle School	Facility In-Charge
Head of High School	Head of Inclusion

Roles & Responsibilities

All Staff, Students, Parents and visitors are responsible for complying with the requirements of the Traffic Management Plan. This section outlines the major roles and responsibilities to ensure safe, smooth, and effective traffic movement in and around the school premises.

1. Principal:

- Ensure the development, implementation, and regular review of the Traffic Management Plan.
- Act as Chairperson of the Traffic Management Committee and ensure that committee decisions are made effectively across the school.
- Provide strategic direction and ensure that appropriate resources and staff are allocated to maintain traffic safety.

2. OSH Officer:

- Monitor overall traffic safety in and around the school and report any risks or hazards.
- Ensure proactive measures are in place to prevent traffic-related accidents, particularly involving students.
- Maintain records of any traffic incidents or near misses and recommend corrective actions.
- Plan, schedule, conduct and document committee meetings (annually or after significant incidents or modifications)
- Conduct safety training sessions for staff related to traffic safety and emergency procedures.

3. Transportation Supervisor:

- Oversee daily school bus transportation operations, including scheduling, routing, and coordination of services.
- Ensure bus drivers are trained in student safety and traffic compliance.

- Design and communicate bus routes and pick-up/drop-off procedures clearly to staff, students, and parents.
- Maintain updated records of all school transport vehicles, drivers and bus supervisors.
- Respond promptly to any transport-related emergencies or delays and inform relevant stakeholders.
- Liaise with the Traffic Control Supervisors to ensure coordinated bus movement and minimal congestion.

4. Security Staff:

- Monitor designated entry and exit gates assigned to them, ensuring the safe and orderly movement of students and parents, while also checking ID badges for proper identification where applicable.
 - Prevent unauthorized individuals from accessing the school premises.
 - Enforce no-parking zones and prevent unauthorized vehicle access during restricted times.
 - Coordinate vehicle movements during special events (e.g., sports days, parent-teacher conferences).
 - Install and maintain traffic signage, cones, and barriers as required.
 - Review daily traffic patterns and suggest improvements to the Traffic Management Committee.
 - Assist in emergency evacuations or lockdowns where traffic redirection is needed.
- Report any traffic-related violations or unsafe behavior in accordance with the school's compliance policy and reporting procedures.

5. Traffic Control Supervisors:

- Monitor and manage the smooth flow of vehicles during arrival and dismissal times, ensuring there is no congestion or obstruction within the school premises.
- Supervise and direct students, parents, and private vehicles in designated parking and waiting areas, ensuring compliance with traffic rules and safety guidelines.
- Assist parents or drivers in locating appropriate parking spots and guide them during reverse movement to prevent any risk to pedestrians, especially students.
- Ensure students are not moving in or through active traffic zones during periods of vehicle movement, maintaining a safe separation between pedestrians and vehicles.
- Communicate any issues or unsafe behavior (e.g., illegal parking, reckless driving, or non-compliance by parents) to the Security Staff or Transportation Supervisor for appropriate action.
- Support the OSH Officer in identifying traffic-related safety risks and recommend improvements based on daily observations.

6. Gate Supervisors:

- Gate supervisors are only available at parent gate and bus gate.
- Supervise specific entry/exit points assigned to them, ensuring the safety and order of student movements.
- Monitor gate activities and communicate any issues to Security.
- Prevent unauthorized individuals from accessing the school premises.
- Help maintain a calm, respectful environment during peak hours, avoiding crowding and unsafe behaviors.

7. School Nurse:

- Provide immediate first aid in case of traffic-related injuries or incidents involving students, staff, or visitors.
- Assess the severity of injuries and, if necessary, call emergency medical services for further treatment or hospital transport. (If an incident occurs outside school hours, security staff must notify emergency medical services (EMS).
- Record all incidents accurately in the clinic's incident log, ensuring that details such as time, location, persons involved, and actions taken are properly documented.
- Inform the OSH Officer immediately of any traffic-related incidents requiring attention, to initiate formal incident investigation and reporting procedures.
- Support the incident investigation team by providing medical insights, treatment records, and any observations that may assist in determining root causes and preventing future occurrences.
- Ensure first aid kits and emergency medical supplies are available, accessible, and regularly checked, particularly near high-traffic areas such as gates and parking lots.

Own Transport - Drop and Go Zone

Drop and Go zones are designed to act like a flowing taxi rank. This area is allocated for the drop-off of Primary and Secondary Own Transport (OT) students in the morning (07:30 am to 08:00 am).

1. Location:

The drop and go zone located in front of the parent gate near to the boundary wall. In

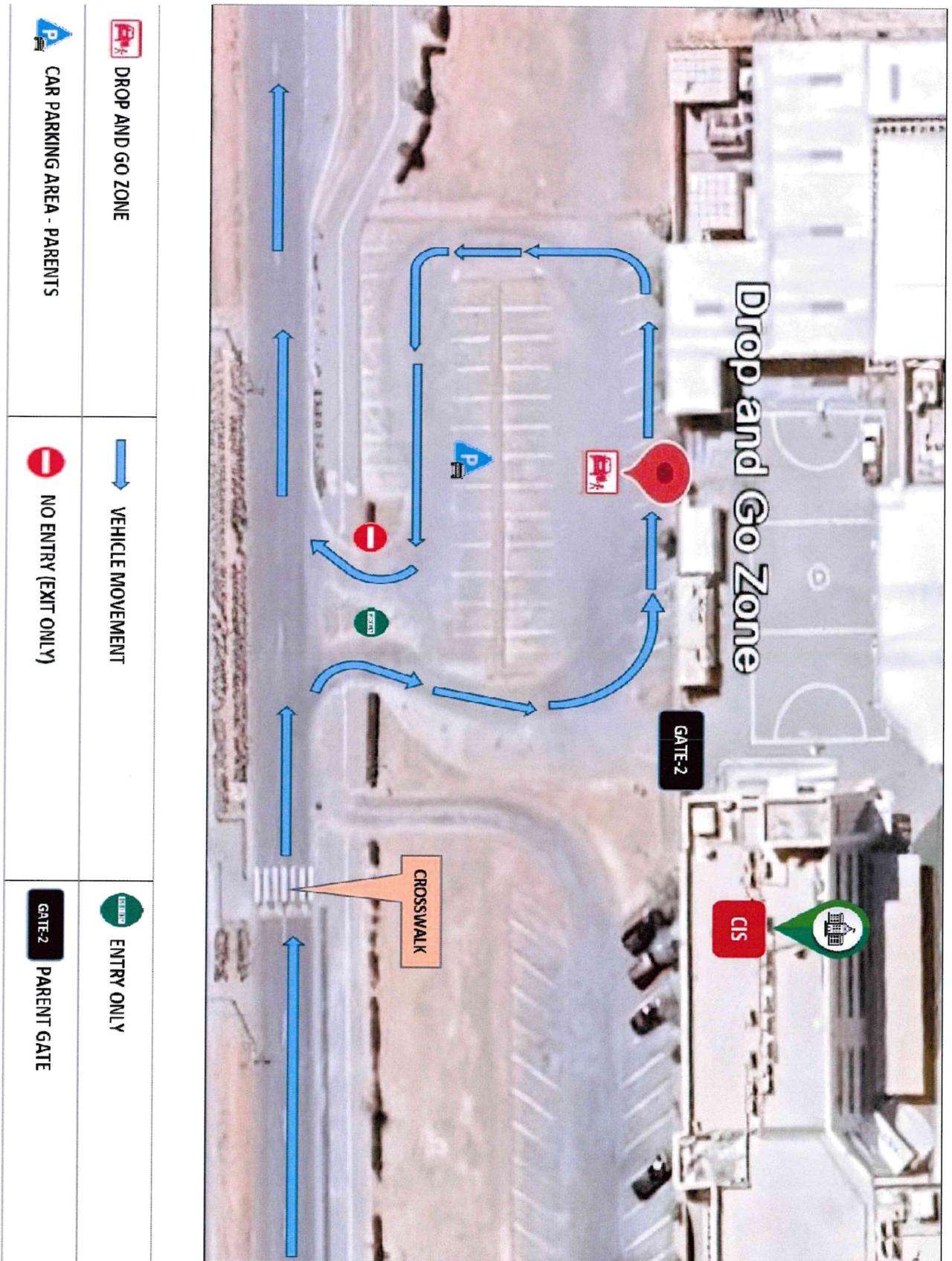
Map - 1, Drop-and-go zone, school building, gates and the direction of traffic flow, are marked on the map to help parents and students plan their journey.

2. Rules:

In the interest of safety and the efficient operation of drop and go zone, schools typically have rules that students, parents and drivers must follow when using them. Below are the rules to follow.

- Vehicles must enter and exit the Drop and Go area only through the designated single entry and exit points.
- The maximum speed limit inside the Drop and Go zone is 5 km/h.
- Always avoid unnecessary use of the horn inside the zone.
- Give pedestrians the priority to cross the zone safely, especially children crossing or walking inside the zone.
- Keep a safe distance from other vehicles while moving through the area.
- Upon arrival, vehicles should move fully to the front side of the parking area (If the front parking spots are available, do not park near the parent gate area)
- Vehicles must be always parked parallel to the school wall.
- Avoid parking in the wrong place/side. Double parking is not allowed.
- Ensure that children under 10 years old are seated in the back seat.
- Do not park longer than 1 minute to ensure smooth traffic flow.
- For the safety of students, please use only the right-side doors for students to get out of the vehicle. Opening the left-side doors is not recommended.
- Reverse driving within the Drop and Go zone is strictly prohibited to avoid accidents.
- Always check mirrors carefully and stay alert when moving your vehicle within the zone, especially when exiting.
- Follow the instructions given by the traffic control supervisors and security guard.

MAP – 1: Traffic Flow-Drop and Go Zones



Bus Transportation – Drop-Off & Pick-Up Zone

The School Bus Drop-Off and Pick-Up Area is designated exclusively for students using school bus transportation (morning drop-off and afternoon pick-up). This area serves as a parking zone where buses stop safely for students to board and disembark.

1. Location:

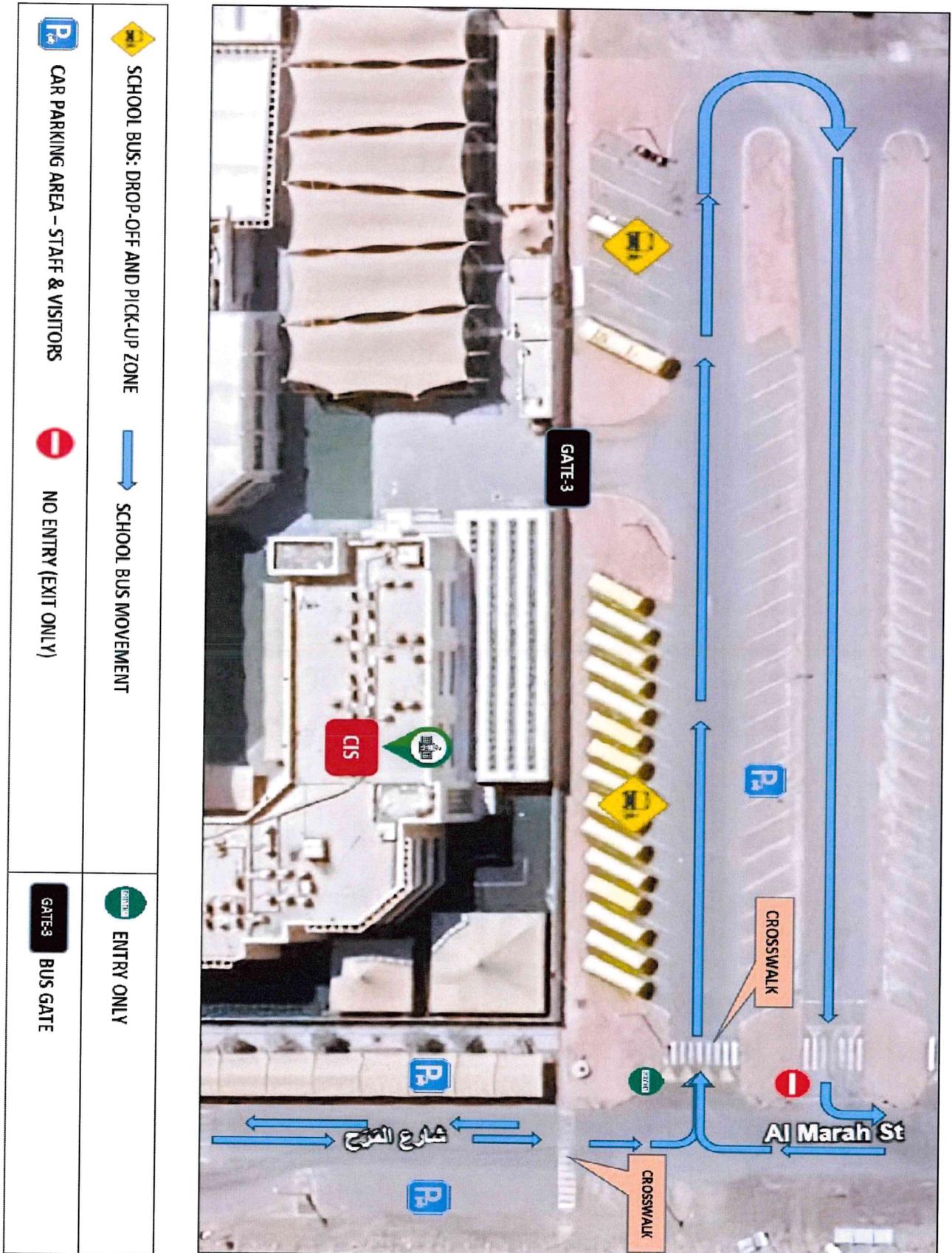
The School Bus Drop-Off and Pick-Up Area is located in front of the bus gate, adjacent to the school wall. In **Map - 2**, the bus drop-off and pick-up area, school building, gates, and direction of traffic flow are clearly marked on the map to help drivers, staff and students plan their arrival and departure safely.

2. Rules:

Schools have rules that students, staff, bus supervisors and school bus drivers must follow when moving or parking in drop-off & pick-up zone. The most important safety rules are given below.

- All buses must enter and exit the area using the designated entry and exit points only.
- Do not park on the crosswalk; always give pedestrians priority to cross the parking area safely.
- A strict speed limit of 5 km/h applies within this area.
- No overtaking is allowed in the Drop-Off and Pick-Up zone.
- Use of mobile phones by drivers is strictly prohibited.
- Upon arrival, Buses must park in their assigned, clearly marked spaces according to bus number (Each parking lot is marked with a numerical number).
- Unauthorized vehicles are not allowed in the bus parking zone.
- Students must proceed directly to their assigned buses upon dismissal.
- Bus drivers must remain inside their vehicles while students are boarding or disembarking.
- Bus monitors must escort students to the buses and supervise safe boarding.
- Students must follow basic safety rules, including wearing seat belts and behaving appropriately
- Everyone must follow the instructions of security staff, gate supervisor, transportation supervisor, and traffic control personnel to ensure safe and orderly movement.

MAP – 2: Traffic Flow- School Bus - Drop-Off & Pick-Up Zone



Parking areas

1. Location:

In **Map - 3**, a map of our school traffic management plan, including the parking areas below.

1. Parent Parking Area (Infront of the KG Gate)
2. Parent Parking Area (Near the Parent Gate) – Only Afternoon (2:45 PM to 3:30 PM)
3. Staff Parking Area (Infront of the main entrance gate)
4. Staff Parking Area (Near the bus gate)

2. Rules:

Schools have rules that students, parents, and staff must follow when parking in particular areas. The most important parking rules are given below.

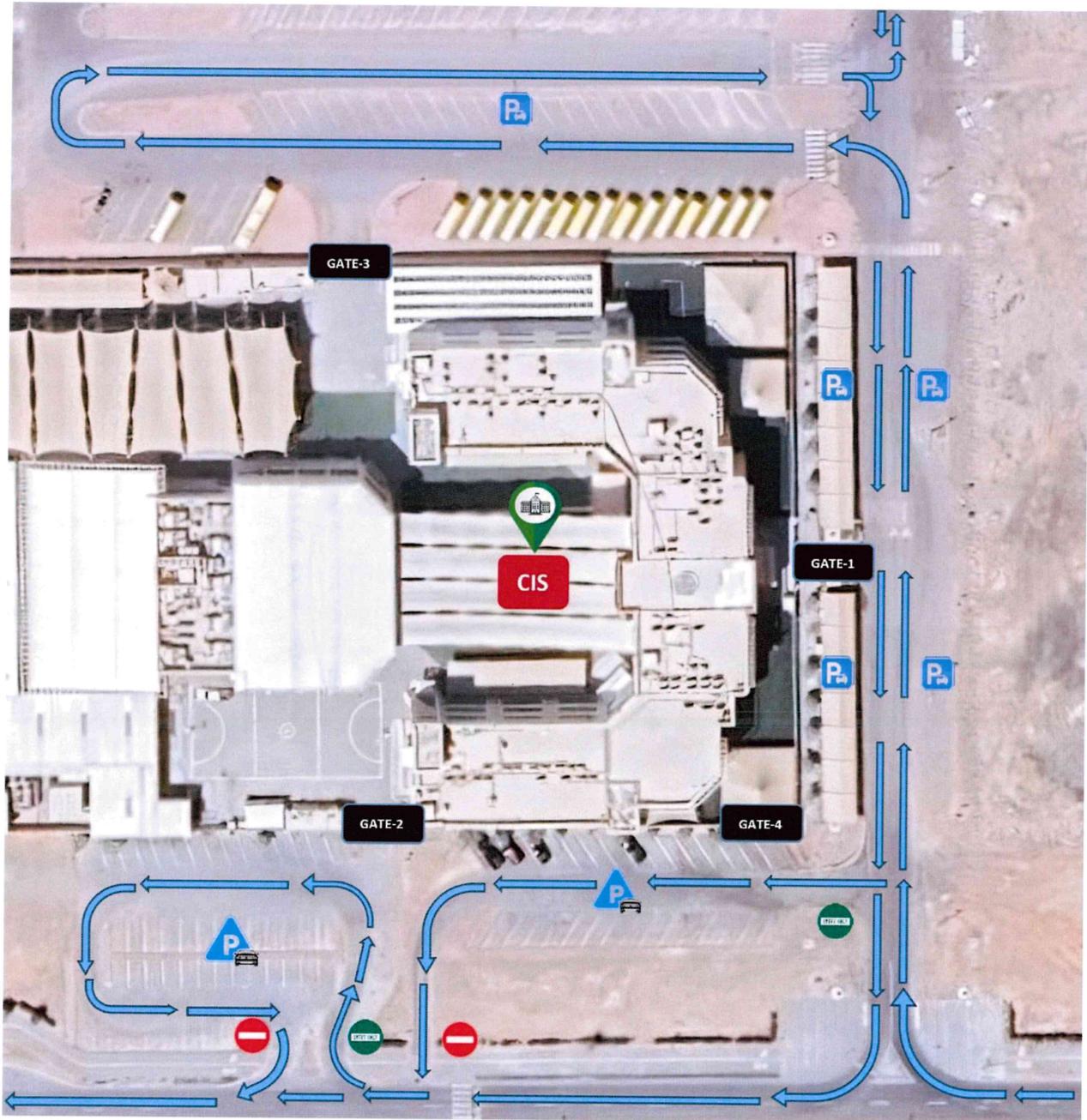
I. Parent Parking Area:

- Vehicles must enter and exit the parking areas only through the designated single entry and exit points.
- The maximum speed limit inside the parking area is 5 km/h.
- Always avoid unnecessary use of the horn inside the zone.
- Give pedestrians the priority to cross the parking area safely.
- Keep a safe distance from other vehicles while moving through the area.
- Avoid parking in the wrong place/side. Double parking is not allowed.
- Always check mirrors carefully and stay alert when moving your vehicle within the zone, especially when reverse movement.
- Follow the instructions given by the traffic control supervisors and security guard.

II. Staff Parking Area:

- The designated staff parking area is reserved strictly for school employees, visitors with appointments, and government officials.
- Parents are not permitted to park in staff-designated parking areas.
- Do not park or stop on pedestrian crossings at any time.
- No unauthorized parking in disabled spots; staff and visitors with temporary or permanent disability may use them.
- Avoid parking in the wrong place/side. Double parking is not allowed.

MAP – 3: Traffic Flow- Parking Area



CAR PARKING AREA – PARENTS	VEHICLE MOVEMENT	ENTRY ONLY
CAR PARKING AREA – STAFF & VISITORS	NO ENTRY (EXIT ONLY)	GATE-1 MAIN GATE
GATE-2 PARANT GATE	GATE-3 BUS GATE	GATE-4 KG GATE

Active travel

Encouraging students to walk, ride or scoot to school, either all or part of the way, not only helps ease traffic congestion and decrease pollution, but also promotes a healthy lifestyle and teaches student valuable road safety skills.

In **Map - 4**, the given map highlights where our school's public and active transport infrastructure is located, such as cycling and walking routes. Important active travel rules are given below.

1. Pedestrians:

- Pedestrians are required to walk on designated crosswalks.
- Obey all the traffic rules while crossing the road.
- Do not cross in the middle of the block or between parked cars.
- Cross when traffic comes to a complete stop.
- Follow the instructions from traffic control supervisors and security guard.
- Use the interlocked bricks area while walking from the road to the school gates.

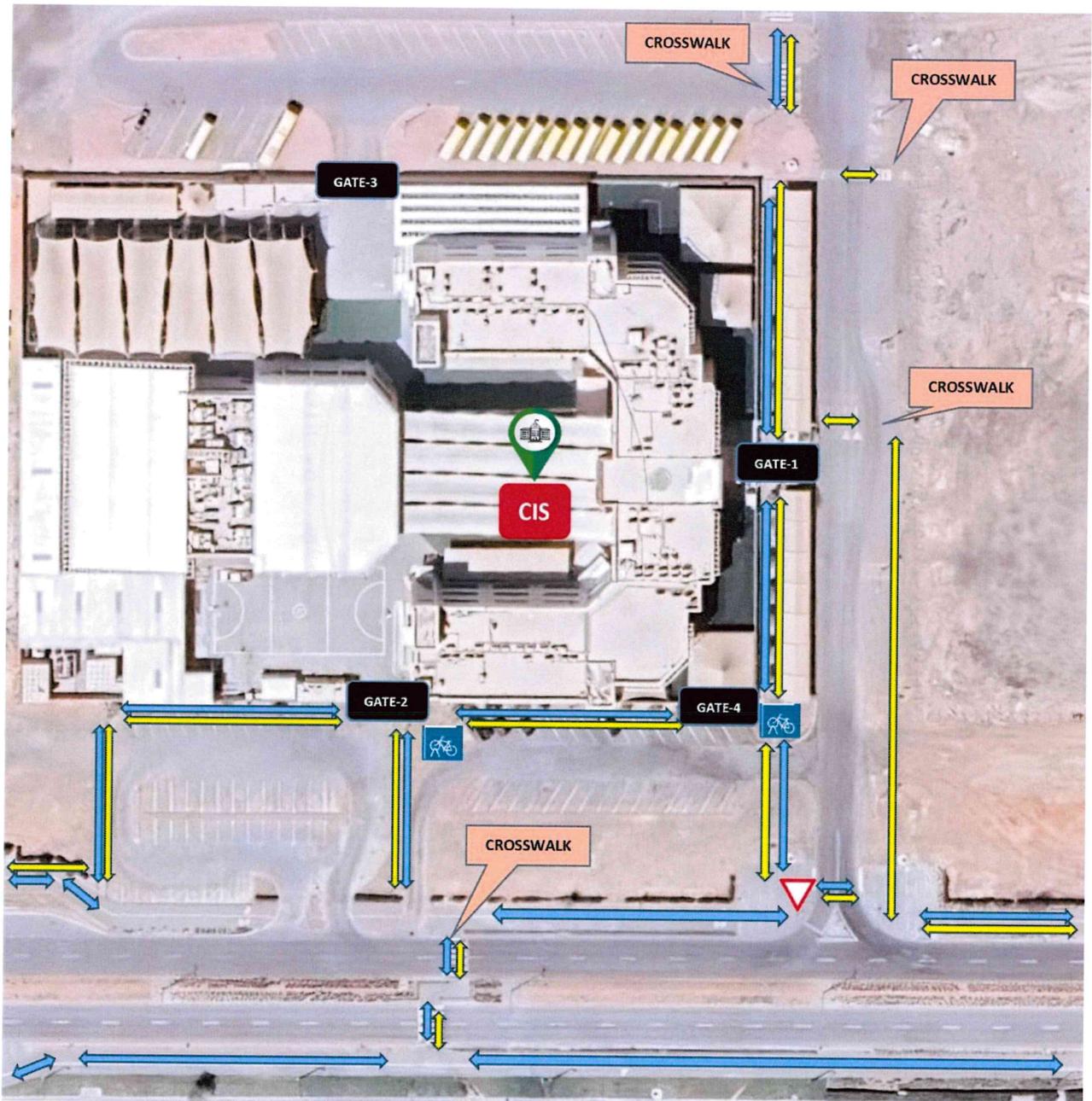
2. Cyclists:

- Students cycling to school are to dismount and push their bicycle to the school's bicycle parking bay via parking area.
- Students are to secure their bicycles on an allocated bike rack and not anywhere else in the school.
- Get off the cycle on pedestrian crossings.
- Adhere to designated lanes.
- Always wear a helmet and avoid carrying another passenger.
- Follow the instructions from traffic control supervisors and security guard.

3. E-Scooter:

- Students must wear a properly fitted protective helmet while riding. Reflective clothing should be worn in low-light conditions.
- E-scooters must always be ridden in the same direction as the traffic—not against it.
- Use designated cycling or scooter tracks where available, adhering to a speed limit of 20 km/h in school surroundings.
- All e-scooters used by students must comply with the specifications approved by the Integrated Transport Centre (ITC), Abu Dhabi.
- Obey traffic laws, signs and markings and do not ride during bad weather conditions.
- Park e-scooters only in designated areas.
- E-scooters are designed for single-person use only. Do not carry passengers.
- Follow the instructions from traffic control supervisors and security guard.

MAP – 4: Traffic Flow- Active Travel



	CYCLE / E-SCOOTER PARKING RACK	 CYCLE MOVEMENT	 PEDESTRIAN MOVEMENT
	CAR PARKING AREA – STAFF & VISITORS	 GATE-1 FRONT MAIN GATE	 GATE-2 PARANTS' GATE
	CAR PARKING AREA - PARENTS	 GATE-3 BUS GATE	 GATE-4 KG GATE
	GIVE WAY TO PEDESTRIANS AND CYCLIST		

Development & Implementation of Plan

1. Action plan:

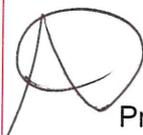
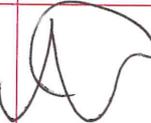
Table 4 outlines the plan for addressing the school's traffic management issues. The School's Action Plan is a living document and outlining emerging traffic management issues that aim to be proactively addressed. The school's traffic management committee reviews the action plan, and appropriate changes are made in the rules.

Once the committee has acted on identified issues in the action plan, the committee should update the relevant part of this document to make sure it contains the latest rules, initiatives, and contact information.

Table 4: Action plan				
Date raised	Description of issue	Agreed action	Responsible Person(s)	Status

Document Review & Approval

This document has been reviewed and approved as indicated in the following table.

Table 5: Document Review & Approval			
Date	Amendment	Reviewed by	Authorised by
26-06-2025	 Document Created by OSH Officer	Traffic Management Committee	 Principal
19-09-2025	 Updated Table 1 – School Overview with revised student, staff, and transport data.	Traffic Management Committee	 Principal

