

Road Safety Procedure

Introduction

At Paraparaumu Beach School, we recognise the potential dangers in and around roads, especially during peak times when students arrive at and depart from school. To ensure the safety of our tamariki, we are committed to delivering appropriate programmes, providing targeted training, and maintaining effective supervision processes. Road safety is a shared responsibility between the school and whānau, and together we can equip students with the knowledge, skills, and habits needed to stay safe around traffic.

Guidelines

Curriculum Integration

Road safety, including bike and scooter safety, is integrated into our classroom programmes where appropriate, reinforcing key safety messages.

Use of Helmets

Cycle helmets are compulsory when riding bikes. While not legally required, helmets are also strongly encouraged for students riding scooters or skateboards. Both staff and parents are expected to remind and support students in following these safety practices.

School Road Patrol

- Our student road patrollers are trained by New Zealand Police to ensure they are well-prepared to manage crossings safely.
- Students must have written permission from a parent or caregiver before taking on the responsibility of road patrol.
- Student patrollers must wear the orange vests or orange raincoats while on duty to ensure visibility and safety.
- The Assistant Principal is responsible for the overall management of our school road patrol, including compiling the road patrol roster, assigning teacher duties and ensuring consistent safety practices.

Duty Responsibilities

- Teachers assigned to road patrol duty must be present on time for the morning (8.30am) and afternoon (2.55pm).
- Student patrollers must wait for a staff member or designated adult before commencing their duties.
- The teacher or designated adult on duty supports the student patrollers and ensures that the clearways and drop-and-go zones remain free of parked vehicles. For safety and visibility, they must wear either an orange vest or an orange raincoat.

- Any infringements or minor safety concerns (including unsafe driver behaviour) must be reported by the duty teacher to the Kapiti-Mana School Community Officer using the [School Patrol Infringement Form \(Appendix 1\)](#), noting the day, time, vehicle registration (if applicable), and details of the incident. Photos can be attached.
- Any safety concerns that are dangerous to pedestrians or vehicles should be reported by the duty teacher immediately to the Police by calling 111, clearly stating that the safety of children is the concern. A [School Patrol Infringement Form \(Appendix 1\)](#) also needs to be completed and sent to the Kapiti Mana Community Officer.

Use of Wheeled Transportation

Students riding bikes, scooters, skateboards, roller skates, or roller blades must dismount at the designated blue lines at the school entrance. They must then walk their wheeled items into the school grounds.

Conclusion

Road safety is an essential component of our school's Health and Safety framework. By working together—students, staff, and whānau—we foster a culture of responsibility and care that helps prevent accidents and ensures the well-being of everyone in our school community.

Review: May 2025

School Patrol Infringement Report Sheet

This form is to be completed before going off duty and emailed to Stephen.Wairau@police.govt.nz

A copy should also be held by the school.

Reporting School _____ Address _____

Contact Number _____ Email _____

At _____ AM/PM on (day) _____ (Date) _____

The following Motor vehicle failed to comply with an authorised patrol operating on

Street/Road _____ Location _____

The motor vehicle was a _____ (Make/Model)

Registration _____ Colour _____

Circle one....

- ✓ Parked in an area marked with broken yellow lines.
- ✓ Double parked
- ✓ Parked Within 6metres of a Pedestrian Crossing
- ✓ Parked on a footpath.
- ✓ Parked in a No stopping Time limit stopping sign as indicated by the arrows between the times of _____
Distance Front sign _____ Distance Rear Sign _____

Description/Comments made by driver

Notes/Other offence from Pamphlet

Weather _____ Traffic flow _____

Adult witness (Parent/Teacher/Supervisor) _____

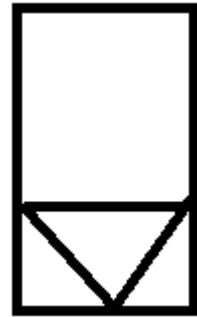
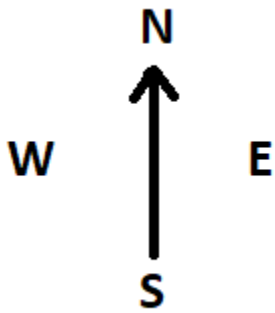
Contact Number _____

TURN OVER TO COMPLETE DIAGRAM/ADD PHOTO

Photo Attached Y / N-add to diagram area.

Side of Road parked

Vehicle





Picking up or dropping off kids at school?

Choose safe parking every time

Everyone's "only here for a minute or two" but where and how you park matters – our tamariki can't be seen if we park illegally

Safer school runs

If you're stopping and parking near a school, choose safe parking every time

When children arrive at or leave school each day, how you park and drive can protect them or put them in danger.

Drivers and children need good visibility around schools to be able to see each other. Parking restrictions are in place near schools for a reason – to protect our tamariki.

If you choose to stop or park illegally you could get fined.

Stopped/parked:

• on broken yellow lines	\$60
• within 6 metres of a pedestrian crossing	\$60
• within 6 metres of an intersection	\$60
• on the footpath	\$40
• over or within 1 metre of a vehicle entrance	\$40
• within 50cm of a fire hydrant with no one in a car legally capable of moving it	\$40
• closer than 6 metres to a bus stop or on a marked bus stop	\$40
• on roadside grass plot, shrubs or flower beds	\$40
• in a way that's inconsiderate to other road users, including pedestrians	\$60
• double parked	\$60