


European School Mol 	
Module:	Traffic regulation
Document	Code of conduct

1. **Aim**

To regulate the traffic on our school site in a more efficient and safer for all members of the school community.

2. **Application**

This code of conduct applies to all traffic on the school site of the European school of Mol. For example: cars, cyclists, pedestrians, electric steps.

3. **Property and management**

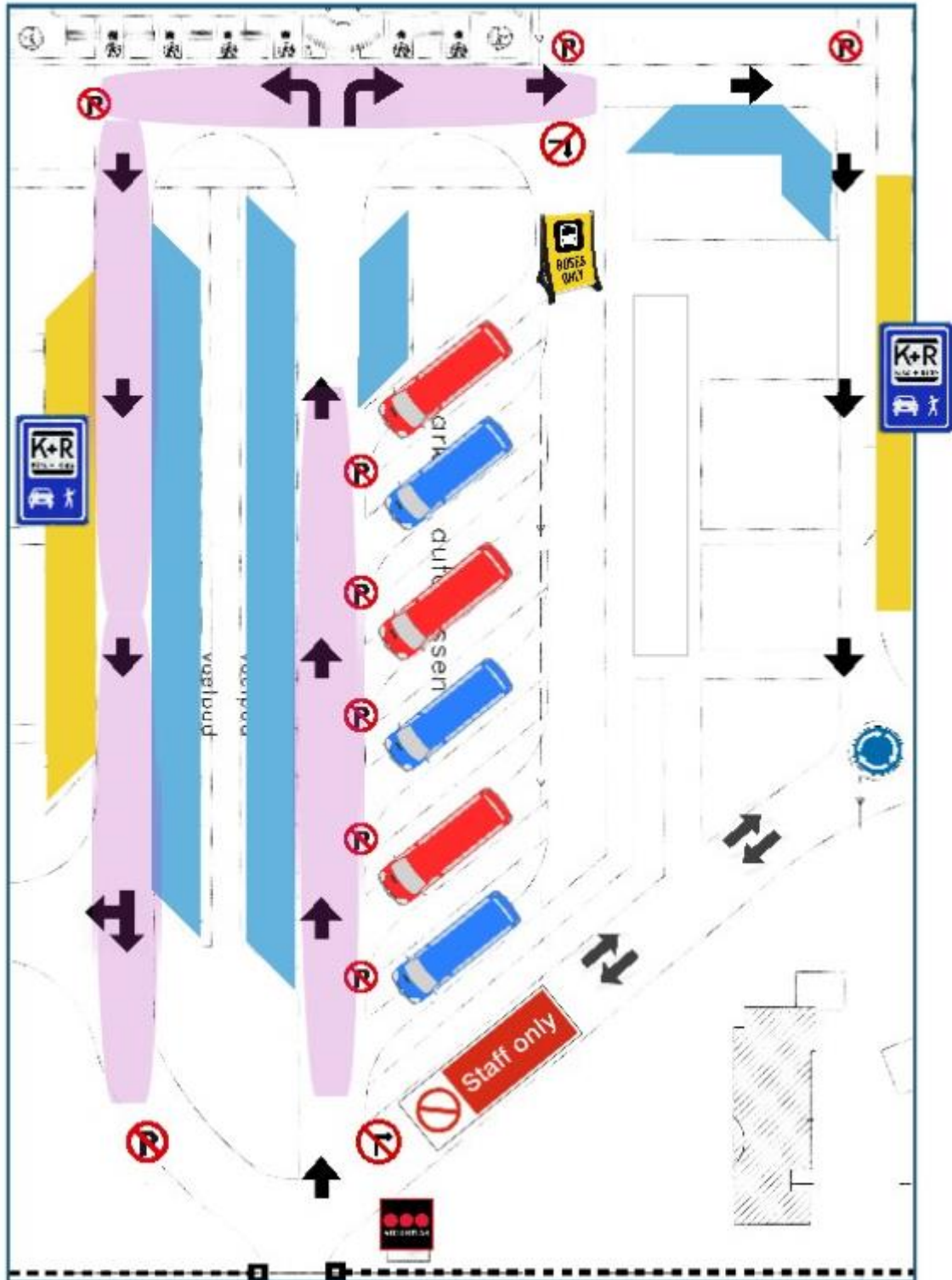
The SSO is owner of this procedure and keeps it up to date. He acts as delegate of the Director and DDFA to make sure the code of conduct is followed by everyone on the school site.


4. **Code of Conduct:**

- i. Access to the school site will only be granted to cars who have a parking sticker on the top right of their windscreen. A grace period of 2 weeks (14 days) is allowed at the start of the school year.
- ii. Stickers can be requested via the following [form](#).
- iii. Teachers have a different sticker that allows them to drive to the parking behind the Secondary building. Students with their own car are also allowed to park their car behind the Secondary building on the extra parking.
- iv. Parents and visitors use the main parking to park their car. Additional parking spaces are available behind the Primary building.
- v. The speed limit on our campus is 20km/h.
- vi. Cars are not allowed to overtake cyclists.
- vii. Parking outside of these parking areas is not allowed. We are aware of the shortage of parking spaces and therefore we ask you to take the following guidelines into consideration:
 - Use the available parking spaces on the main parking first.
 - When all spaces on the main parking are taken, drive behind the Primary building to park your car there.
 - Lining up on the kiss & ride of Secondary is allowed, but you have to stay in your vehicle at all time. Be aware that cars in front of you will sometimes have to wait longer than you do.
 - Standing still or parking is not allowed in front of the bus lanes, in both corners near the Nursery and Primary building and towards the exit of the school (indicated in purple on the picture).
 - Arrive at school 5 to 10 minutes later to pick up your child if possible.



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5. **Procedure in case of non-compliance:**

The agents of Securitas have the right to inform the SSO, DDFA and the Director in case of non-compliance.

In the case this code of conduct is not followed for several times the following procedure will apply:

- i. A written warning letter/email will be sent by the SSO to the responsible of the car.
- ii. A written warning letter/email will be sent by the Director of the school to the responsible of the car.
- iii. The car sticker will be withdrawn and access to the school site will be denied for 1 week. Request for a new sticker can only be done after this week.
- iv. The car sticker will be withdrawn and access to the school site will be denied for the remainder of the school year.

6. **Revision of the procedure:**

The procedure will be evaluated and revised at least every school year. Changes are possible during the school year and will be announced to all stakeholders via the weekly info.