

**Rules and Regulations for Traffic Management of Vehicles and Pedestrians in
and around Sri Kuala Lumpur School**

As issued on 1st June 2019

Preamble

It is the School's objective to improve traffic flow and parking and in and around Sri KL particularly during peak drop-off and pick-up times such that traffic congestion is minimized, the experience of parents and other drivers is made less stressful, security and safety in the school compound is increased and relations are improved and strengthened with the surrounding local community of Subang Jaya.

To this end, the School has set out these Rules and Regulations governing the conduct of all vehicle drivers and pedestrian visitors to the School who are associated in any way with Sri KL.

The spirit and interpretation of these Rules and Regulations shall be in accordance with natural law and good sense with the overriding principle that individual compromise shall be required for the good of all stakeholders.

THEREFORE, these are the Rules and Regulations For Vehicle Drivers and Pedestrians associated in any way with Sri KL :

1.0 GENERAL RULES

- 1.01 For the purposes of these Rules and Regulations, the term “*associated in any way with Sri KL*” as it applies to drivers and pedestrians shall include :-
- (i) Students of Sri KL;
 - (ii) Parents of students attending Sri KL, their relatives, friends, drivers and 3rd party hired transporters;
 - (iii) Non-students and ex-students of Sri KL visiting or participating in activities on the School's premises;
 - (iv) Parents, relatives, friends, drivers and 3rd party hired transporters of non-students and ex-students described in item (iii) above;
 - (v) Staff of the School, their family members and associates;
 - (vi) 3rd party suppliers, coaches, trainers and organizers conducting activities in the School compound;
 - (vii) Visitors to the School.
- 1.02 The Malaysian Highway Code (MHC) shall at all times apply to drivers in and around the School in relation to speed limits, safety rules and general good practice whilst driving, parking or being parked subject to Rule 1.03 below. This shall be the case for any vehicle (of any sort including bicycles and motorbikes, petrol diesel, electric or otherwise powered) unless directed otherwise by traffic police, traffic marshals, security guards or other competent authority in the case of any emergency or unusual circumstance.

- 1.03 Within the School compound, the MHC shall be supplemented by these Rules and Regulations which shall have full force to override the MHC in all privately owned areas with roads and walkways as required to ensure the safe and smooth flow of traffic in the School compound.
- 1.04 Outside the School compound, failure to follow these Rules and Regulations shall constitute an offence notwithstanding that no rule of the MHC has been breached.
- 1.05 These Rules and Regulations shall apply to the following areas including private and public roads, their roadsides, hard shoulders and pedestrian walkways which shall be collectively known as the ***Zone of Traffic Control***;
- *all of the area occupied by the compound of Sri KL School;*
 - *both sides of Persiaran Kewajipan starting immediately from the Kewajipan roundabout and extending to a distance of 200 meters along Persiaran Kewajipan in Front of Sri KL and beyond the Kewajipan bus stop;*
 - *both sides of Jalan SS15/7A and including all of the total distance of the road;*
 - *both sides of Jalan SS15/7 starting from the junction with Jalan SS15/8 and extending to the junction with Jalan SS15/6A.*
- 1.06 It is an express condition of enrolment that parents/guardians recognize the Zone of Traffic Control above and agree to be bound by the Rules and Regulations relating to it, notwithstanding the fact that the roads and roadsides outside the School are public roads.
- 1.07 Within the Zone of Traffic Control, there are ***designated drop-off and pick-up zones*** allocated to students based on age group and respective affiliation to either Sri KL Primary or Secondary School. Students, parents and vehicle drivers picking up and dropping off students are required to use these zones unless informed otherwise.
- 1.08 The various drop-off and pick-up zones shall be made known to all road users prior to the start of each academic year and may be updated from time to time as needed and parent/drivers are required to adjust to the changes on being so informed.
- 1.09 Drivers and pedestrians associated in any way with Sri KL are bound at all times to follow the instructions and directions of traffic marshals and security guards employed by the School and also the instructions and directions of traffic police and other competent authorities including the local authority MPSJ and its agents unless it is immediately and obviously unsafe to do so.
- 1.10 In the case of any dispute as to what constitutes “immediately and obviously unsafe” and any other matter of fact relating to any incident as covered by these Rules and Regulations, it shall be the sole prerogative of the School Board of Management to decide on the facts after reasonable and unbiased review and such decision shall not be subject to appeal.

- 1.11 For the safety of all driver and pedestrians, the Speed Limit for all vehicles inside the School compound shall be 5km per hour at all times and in all locations.
- 1.12 In the zone of control outside the School, notwithstanding any provisions regarding speed limits on public roads set by the relevant road authorities, the speed limit for any vehicles associated in any way with Sri KL shall be 30km per hour.
- 1.13 All drivers of any vehicle associated in any way with Sri KL, whilst in the Zone of Traffic Control, shall owe a general duty of care to other road users and pedestrians and shall drive in a manner that places safety and co-operation with other users and traffic administrators as the highest priorities.
- 1.14 As part of this duty of care, drivers shall not cause nuisance, argue with or intimidate other road users, traffic marshals, school staff or pedestrians.
- 1.15 In the Zone of Traffic Control, at no time or for any reason may any vehicle be queued, waiting or parked in the two outer lanes of Persiaran Kewajipan coming from the roundabout. Failure to observe this rule shall leave offenders open to the strongest possible disciplinary action.
- 1.16 At no time between 6.30AM and 5.00PM and for any reason may any vehicle be parked or left unattended along the two inner lanes of Persiaran Kewajipan or any part of Jalan SS 15/7A. Failure to observe this rule shall leave offenders open to the strongest possible disciplinary action.
- 1.17 Whilst in the zone of control, drivers (and therefore students connected to such drivers) of any vehicle associated in any way with Sri KL found cutting lanes, cutting queue or attempting to cut queue shall be liable to disciplinary action.
- 1.18 Unless otherwise stated in these Rules and Regulations, vehicles may not be parked in the School Compound at any time and in any location unless the driver of the vehicle has an official appointment with senior staff or management of the School and such parking shall be subject to availability.
- 1.19 Drivers having an official appointment or business with senior staff or management, after informing security by signing in at the guard house, may park for a limited time only as required to fulfill their appointment after which time they are required to leave the School compound.

2.0 MORNING DROP-OFF & AFTERNOON PICK-UP

- 2.01 The School compound is officially accessible to students from 6.30AM onwards. In the interests of safety, students should not come to school earlier than this time and the School shall not be held liable for any accident or injury to students before this time.

- 2.02 Between the hours of 6.30AM and 7.00AM Primary and Secondary School students may be dropped off at any point on Persiaran Kewajipan on any school day.
- 2.03 School begins exactly at 7.50AM and parents should ensure their children arrive in a timely and safe manner. Students arriving after this time will face disciplinary action for arriving late.
- 2.04 The School gates officially close at 8.00AM after which time vehicles dropping students may not enter the compound without seeking permission from School security personnel.
- 2.05 Primary School ends at 3.30PM. Vehicles picking Primary School students should not arrive in any part of the Zone of Traffic Control before this time. Offenders will face disciplinary action.
- 2.06 Vehicles wishing to enter the School compound to pick up Primary Students are allowed to queue along Jalan SS15/7A in two orderly lanes and along Persiaran Kewajipan onwards using the two inside lanes only from 3.30PM. Vehicles may not park and drivers are strictly prohibited from leaving their vehicles except in the case of an emergency.
- 2.07 When picking students in the School compound, vehicles are prohibited from circling in the compound and if directed to leave by traffic marshals or security staff, then drivers should immediately comply with this instruction.
- 2.08 To avoid the need to circle in the compound, parents should brief students on where they should wait and at what specific time. This will greatly facilitate the smooth and stress-free flow of traffic during peak times.
- 2.09 After 4.30PM Primary and Secondary School students may be picked up at any point on Jalan Kewajipan on any school day.
- 2.10 Dropping off and picking up students on any part of Jalan SS15/7A at any time of day is strictly prohibited.
- 2.11 From 7.00AM to 4.30PM, Monday to Thursday of any school day, all students are strictly prohibited from being dropped off or picked up immediately outside the School compound along Persiaran Kewajipan. As per Rule 2.03, at any time before or after this exclusion period, students may be picked up or dropped off from this location.
- 2.12 From 7.00AM to 2.20PM, Friday of any School Day, students are strictly prohibited from being dropped off or picked up immediately outside the School compound along Persiaran Kewajipan. At any time before or after this exclusion period, students may be picked up or dropped off from this location.

- 2.13 Vehicles dropping off students are strictly prohibited from parking anywhere in the Zone of Traffic Control. Vehicles should wait only long enough for students to safely alight and reach the nearest pedestrian walk-way before immediately departing or following alternative instructions from traffic marshals, police or security guards.
- 2.14 Vehicles picking up students are strictly prohibited from parking anywhere in the Zone of Traffic Control. Vehicles should queue in an orderly manner and wait only long enough for students to safely get on board before immediately departing or following alternative instructions from traffic marshals, police or security guards.
- 2.15 At no time should drivers leave their vehicles when dropping off or picking up students except in an emergency or under instructions from traffic marshals, security guards or law enforcement personnel.
- 2.16 In accordance with Rule 2.11 above, vehicle drivers leaving their vehicles at any location within the Zone of Traffic Control to walk students to or from class or any part of the school compound is strictly prohibited.
- 2.17 It is the duty of parents to adequately train and brief their children on how to reach class, the school canteen or assembly hall in a timely and safe manner and conversely how to reach and wait at the point where they will be picked up.

3.0 WET WEATHER MORNING DROP-OFF & AFTERNOON PICK-UP

- 3.01 In the event of wet weather, when students are being dropped off or picked up, then the *Rules for Wet Weather* shall apply and shall cover the period from 6.30AM to 4.30PM from Monday to Friday on a normal school day and from 6.30AM to 2.30PM on a Friday school day.
- 3.02 When the Rules for Wet Weather are in force, all the Rules and Regulations for traffic management stated here shall remain in full force save and except where they are specifically modified or overridden by the Rules for Wet Weather.
- 3.03 The Rules for Wet Weather are as follows:
 - (i) In wet weather, all Primary and Secondary students may be dropped off and picked up in the School compound.
 - (ii) Primary and Secondary students should only use their respective designated wet weather drop-off and pick-up points. These points will be made known to students at the start of each academic year.

- (iii) In wet weather, the start of pick-up time for Primary School students shall remain 3.30PM from Monday to Thursday and 1.00PM on Friday. However, the Primary School pick-up time will be extended to 4.10PM from Monday to Thursday and to 1.40PM on Friday.
- (iv) In wet weather, the start of pick-up time for Secondary students shall be moved from 4.00PM to 4.10PM from Monday to Thursday and moved from 1.30PM to 1.40PM on Friday.
- (v) Vehicles picking Secondary students are strictly prohibited from arriving in the Zone of Traffic Control until 4.10PM or 1.40PM on a Friday.
- (vi) In wet weather, drivers of vehicles in the Zone of Traffic Control are expressly reminded not to leave their vehicles at any time and to follow the directions of traffic marshals and security staff at all times.
- (vii) Notwithstanding any rainy weather that occurs at any time of the day and for any length of time, it shall be the sole prerogative of the School to declare when The Rules for Wet Weather shall come into force and drivers are reminded to check with the School if they are unsure whether such rules apply at any particular time via the School's traffic app as per Rules 5.0 and 6.0 of these Rules and Regulations.

4.0 AFTER HOURS ENTRY INTO THE SCHOOL COMPOUND

- 4.01 For the purposes of these Rules and Regulations the term "after hours" shall mean any time after 4.50PM from Monday to Thursday, any time after 2.50PM on Friday during school days and any time of the day on Saturdays, Sundays and School Holidays.
- 4.02 Vehicles entering the Zone of Traffic Control after hours shall still be subject to the Rules and Regulations stated herein save and except where they are modified or overridden by the rules governing entry after hours.
- 4.03 Any driver of any vehicle that wishes to enter the School compound after hours is required to first register at the Guard House prior to entry unless the vehicle entering is registered with the School and bears a prominently displayed current Sri KL vehicle sticker that matches the vehicle registration.
- 4.04 After hours entry for any vehicle is strictly limited to dropping off or picking up students and/or non-students participating in School sanctioned activities. Parking for one hour or less is allowable subject to availability and closely following the instructions of traffic marshals or security staff.
- 4.05 Parking in the School compound for more than one hour after hours is strictly prohibited unless vehicle drivers are attending a sanctioned School function.

5.0 VEHICLE STICKER APPLICATION & USE

- 5.01 Parents/guardians shall refer to the Rules and Regulations regarding sticker application and use which shall be issued by circular by the School from time to time and shall carry the same force as if they were part of these Rules and Regulations.
- 5.02 Application for vehicle stickers must be made online and parents/guardians will be informed prior to the start of each academic year how to apply.
- 5.03 It is compulsory for parents/guardians of all Sri KL students (Primary & Secondary) to apply for and use Sri KL vehicle stickers if they wish to drive into the Zone of Traffic Control during peak time or use any third party, including relatives, drivers or hired transport to perform this activity during peak time.
- 5.04 For the purpose of these Rules and Regulations, “peak time” shall mean the hours of 6.30AM to 4.30PM of every School day and 6.30AM to 2.50PM on Fridays.
- 5.05 Driving into the Zone of Traffic Control during peak time can be for any reason including but not limited to dropping off or picking up students, meeting staff, sending food items or attending sanctioned School events.
- 5.06 The Zone of Traffic Control covers all areas defined in rule 1.05 of these Rules and Regulations.
- 5.07 Each student family shall be limited to a maximum of 2 vehicle stickers per family and for the purposes of these Rules and Regulations “family” shall include siblings having one or more same parent whether by birth or adoption.
- 5.08 It is an offence for parents/guardians to apply for car stickers using false information and parents/guardians shall be under a duty to ensure all information supplied is current and correct.
- 5.09 Tampering with car stickers in any way, including altering of serial numbers or duplication of stickers, is strictly prohibited.
- 5.10 Vehicle stickers shall be used in conjunction with the Sri KL Traffic App (SKLTA) and it is compulsory for all vehicle users associated in any way with Sri KL to apply for, down-load and use the SKLTA.
- 5.11 Vehicles of users associated in any way with Sri KL found to be in the Zone of Traffic Control without a valid vehicle sticker shall be liable to clamping and the owner(s) subject to further disciplinary action at the discretion of the School Management.

- 5.12 Notwithstanding a vehicle displaying a valid sticker, the School has the absolute right to deny entry into the School compound to any vehicle at the discretion of its traffic marshals or security staff at any time and for any reason including but not limited to avoiding traffic congestion and/or for public safety.
- 5.13 Any vehicle not displaying a valid sticker and found in the School Compound, whether moving, stationary, accompanied or left vacant, shall be deemed as illegally present on private property and subject to clamping, towing or other disciplinary action.
- 5.14 The driver(s) of any such vehicle referred to above shall also be deemed to be trespassing on private property and the School reserves the right to take any legal action available against such driver(s) for trespass on private property.

6.0 SRI KL TRAFFIC APP (SKLTA)

- 6.01 As per Rule 5.10 above, downloading and using the SKLTA is compulsory for all vehicle users associated in any way with Sri KL.
- 6.02 Parent/guardians shall be informed from time to time of any changes or updates to the SKLTA and it shall be their responsibility to ensure that they themselves, their children and driver/relatives/third party transporters are briefed on the use of the app.
- 6.03 The purpose of the SKLTA is to inform drivers of
- *any changes to designated pick-up/drop-off zones and times,*
 - *the initiation of wet weather protocols,*
 - *the state of traffic in the zone of control,*
 - *the status of any vehicle in relation to infringements committed and recorded,*
 - *the status of any student family with regard to vehicle access rights at any time,*
 - *infringements of these Rules and Regulations in real time such that drivers can immediately correct errant behaviour and avoid potential disciplinary action from the School or public authorities.*
- 6.04 As such, a system of **demerit points** shall be employed for drivers/vehicles in the zone of control and parents/guardians will be informed and updated from time to time on the rules of the system and its implementation.
- 6.05 Drivers/owners of vehicles found to be in breach of these Rules and Regulations will be issued with a warning via the SKLTA to immediately correct the breach and if they fail to do so they will be issued with a demerit point for the breach in question.
- 6.06 Drivers/owners who receive three or more demerit points within a calendar month will have their vehicles banned from driving into the zone of control for a period of four weeks from the date of the last offence.

- 6.07 Notwithstanding Rule 6.06, driver/owners shall further be subject to Rule 7.0 below regarding disciplinary action.
- 6.08 At the end of each month, demerit points will be cleared from a vehicle's record. However, repeat offenders who do not reach the 3 demerit point threshold in any particular month but show a poor record of offending shall be subject to all the penalties available under Rule 7.0 below at the discretion of the School Management.
- 6.09 Failure to use the SKLTA shall not be a valid reason for not heeding warnings, adapting to wet weather conditions or responding to any other alerts.
- 6.10 When receiving notification of issuance of a demerit point for any particular vehicle, a brief description will be forwarded to the owner/driver via the SKLTA and later by email. For ease of administration the description shall be generic in nature but will mean that any one or more of the rules and regulations contained herein have been breached.
- 6.11 The said generic descriptions for breaches shall be as follows :
- (A) Entering/Waiting/Parking/Queuing in the zone of control before the correct time*
 - (B) Waiting/Parking/Queuing incorrectly in the zone of control*
 - (C) Leaving vehicle unattended in the zone of control*
 - (D) Causing nuisance to other road users*
 - (E) Cutting queue*
 - (F) Dangerous driving*
 - (G) Unregistered vehicle in the zone of control*
 - (H) Failure to follow instructions of authorized personnel*

7.0 BREACH OF THESE RULES & REGULATIONS

- 7.01 Any driver/owner of a vehicle associated in any way with Sri KL, in breach of any part of these Rules and Regulations, shall be subject to disciplinary action.
- 7.02 It shall be the absolute right of the School Management to take whatever disciplinary action it deems fit and appropriate for any breach of these Rules and Regulations and this decision shall be final and not subject to appeal.
- 7.03 Such disciplinary action may include but shall not be limited to the following :
- *Clamping of errant vehicle,*
 - *Fine/Fee not exceeding RM100 for unclamping,*
 - *Banning of vehicle from the Zone of Traffic Control,*

- *Suspension and/or expulsion from School of student(s) associated with a driver/vehicle that repeatedly infringes these Rules and Regulations.*

- 7.04 In the enforcement of these Rules and Regulations, the School shall act without fear or favour and shall act in good faith at all times in the interpretation and execution of the same.
- 7.05 As such, the decision of the School Management in all matters pertaining to these Rules and Regulations, including enforcement, disciplinary action, interpretation and execution, shall not be subject to review or appeal and the School Management's decision shall be final.
- 7.06 It shall be the absolute right of the School and/or its agents to publish on social media, other internet media or physical notice boards within the School compound, pictures of any vehicle found to be in breach of these Rules and Regulations, including the number plate of such offending vehicle, and such publication shall not be contestable or actionable by parents/drivers or interested third parties in any way in law.
- 7.07 As such, all parents/guardians of vehicles associated in any way with Sri KL are hereby expressly bound by these Rules and Regulations and whatever disciplinary action is taken by the School in pursuit of their enforcement.

8.0 CHANGES TO THESE RULES & REGULATIONS

- 8.01 The School absolutely reserves the right to delete, alter and/or amend any of the rules and regulations stated herein and/or to make new rules and regulations without consultation or notice to parents/guardians, other vehicle users and pedestrians entering the Zone of Traffic Control.
- 8.02 Any alterations, amendments or additions to these Rules and Regulations shall be immediately binding on parents/guardians, staff and other stakeholders on being circulated to the same.
- 8.03 As such, any changes described above shall be considered to have been circulated to all concerned by having been posted on the School's official website or sent as an email notification, message book notification or posted on the School's official notice board.
