



LITTLE FLOWER ENGLISH SCHOOL DUBAI

REVERSE PARKING POLICY

This policy & procedures are reviewed annually to ensure compliance with current regulations.


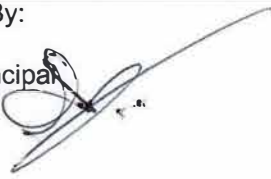
Approved/ Reviewed by	
Policy Lead	MS. TAQUIYA
Role	ADMIN MANAGER
Date of review	20-03-2025
Date of next review	20-03-2026
Signature	

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	SCHOOL HSE MANAGEMENT SYSTEM PROCEDURE & POLICY	DOCUMENT NO.	LFES-HSE-PR-04
	TITLE:	REVISION No.	0
	REVERSE PARKING POLICY	EFFECTIVITY DATE	02-09-2018

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LFES-HSE-PR-04	02-09-2018	0				SCHOOL ADMIN.

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Prepared By: School Administrator	Reviewed By: School Principal 	Approved By: School Principal 
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1. PURPOSE

The purpose of this procedure to ensure that Little Flower English School understand and implement the reverse parking policy.

2. RESPONSIBILITIES

- 2.1 It is the responsibility of the School Principal, School Administrator, and Appointed School HSE Officer to ensure that these procedures are properly implemented and School Staff/School Teachers requiring the use of this procedure have access to it.
- 2.2 School Principal, School Administrator, and Appointed School HSE Officer will be responsible to identify any possible hazards of school facilities and record to School HSE Risk Register.

3. SCOPE OF APPLICATION

This procedure shall apply to all school activities of Little Flower English School for all the school staff's vehicles and visitors included within the scope School HSE Management System and shall be administered by the school management.

4. REFERENCE AND/OR RELEVANT DOCUMENTS

- 4.1 Risk Assessment - LFES-HSE-RA


5. DESCRIPTION/PRINCIPLES

5.1. Parking Safety Tips

- Stay alert and scan the area. Use your mirrors or **rear-view** cameras.
- Look for pedestrians.
- Drive slow. Obey posted speed limits and signs.
- Wear your seat belt.
- When **parking**, keep distance between your vehicle and others.
- **Reverse** park into the **parking** space

5.2. Reverse into a Parking Space (5 Steps to Perfect Reversing)

- After identifying the bay you intend to reverse into, pull up roughly one car length past it.
- Make sure that you've thoroughly checked for other vehicles, low obstructions and pedestrians. Then use your indicators to show that you intend to reverse into the bay and put your car into reverse. Allow plenty of room as the front of the car will swing out.
- Look through the rear window and reverse at a slow speed to accurately position your car within the bay. Carry out other checks for vehicles and pedestrians whenever appropriate.
- Guide your car into the space and don't hesitate to glance in your door mirrors to ensure that you are well away from neighboring vehicles.

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- Straighten your steering wheel to position your car centrally within the bay. It's frequently necessary to maneuver your car into place using forward and reverse gears.

5.3. School Bus Backing/Reversing Procedure

(Backing/Reversing Rules)

- **Load Before Backing**
- **Backing Before Un-loading**
- **If in doubt, do not back the bus.**
- **Find a safe location with adequate space to maneuver the school bus.**

Buses Backing/Reversing

- Activate the four-way hazard lights at least 100 feet before stopping.
- Stop the bus in the proper position to back.
- Get out and walk around the vehicle (if it is safe to do so). Check clearance to sides and overhead.
- Post a lookout on the inside - back of the bus to give warning of obstacles, approaching persons or other vehicles. Signal for quite.
- Before and during the backing maneuver constantly check all mirrors to see that the way is clear – if in doubt don't back.
- Tap horn and check mirrors again.
- Back slowly and smoothly

Offset Backing/Reversing

The same as the steps for backing except the final step:

- Back slowly and smoothly into the opposite lane until the front of the vehicle has passed the parking boundary.
- Do not back the bus unless it is absolutely necessary.
- Backing causes many collisions.
- Backing carries the highest percentage of preventable crashes.

6. VERIFICATION

The School Parking Policy shall be reviewed as per the requirement coming from a school facility change, and change in parking area, personal performing task etc.

The activities of school staff with respect to this procedure shall be subject to regular internal audits by the Appointed School HSE Officer, School Principal and/or the Internal Auditors.

7. APPROVAL

The School Principal of Little Flower English School has approved this procedure.