



Student Driving Policy

School Division: Senior School

Policy Division: General

Policy Owner: Assistant Head (Sixth Form)

Date: September 2020

1. Policy Overview

- 1.1. Pupils are only allowed to drive to and from school when they have returned the signed permission form attached to this policy, and have received back written permission from the Assistant Head (Sixth Form).
- 1.2. **No pupil is permitted to bring a car into school until written permission to do so has been granted to the pupil.**

2. Requirements Relating to Students Wishing to Drive to and from School

- 2.1. Driving at all times on the school site must be cautious and reflect the additional risk of driving in school grounds.
- 2.2. Students should park considerately in the visitors' car park, opposite the Astro pitch.
- 2.3. No passenger is to be carried in the car, unless prior written permission is obtained from the Assistant Head (Sixth Form) from both sets of parents, by amending the permission form appropriately. Lifts on a casual basis or to sporting events are not permitted.
- 2.4. The car should not be left at the school site overnight.
- 2.5. Fully comprehensive and valid insurance must be in place for the driver and any passengers. **It is the responsibility of the parent to ensure adequate insurance is in place and is assumed to be so upon receipt of the parental permission request.**
- 2.6. The school's signing in and out procedures must be followed.
- 2.7. If conditions of this agreement are subsequently broken, permission for a pupil to drive to school will be withdrawn.

3. Covid-19 procedures, in force until further notification

- 3.1. Students arriving on site after 8.20am, should sign in at the School Office and have their temperature checked before arriving at the Sixth Form Centre or in lessons.
- 3.2. Students carrying authorised passengers (where both sets of parents have given permission), should wear masks whilst in the vehicle.

4. Driving Lessons

- 4.1. Pupils are permitted to arrange driving lessons, where they are collected and dropped off at school, as long as the driving lesson does not conflict with school commitments.
- 4.2. Students should be collected and dropped off from the visitors' car park (opposite the Astro).
- 4.3. Permission must be requested from the Assistant Head (Sixth Form) in advance of the driving lessons being booked.
- 4.4. The school's signing in and out procedures should be followed.
- 4.5. When a pupil is taking a driving test, every effort should be made to ensure the driving and theory test takes place outside of academic time and preferably in the holidays.

5. The Use of Motorbikes or Scooters

- 5.1. Whilst the school discourages it, pupils may ride to school on motorbikes or scooters if absolutely necessary. Students are bound by the same regulations that apply to those driving cars, with advance permission from parents required.

6. Revision Date

- 6.1. This policy will be reviewed annually. The next review is due in September 2021.

Permission Form - Please return to the Assistant Head (Sixth Form) in advance of the student driving to school

Part a - Permission to Drive to and from School

Driver's name and form		Date driving test passed	
Make, model and colour of car		Registration of car	

I agree that my son/daughter.....

- has permission to drive to and from school and will not carry passengers, other than as specifically agreed by completing part c of this form below
- will comply with the rules on driving set out by the school (see above Student Driving Policy)

I accept that, should any accident occur, or should any damage be done to the car, the school is not responsible. I confirm that the car is in good repair and condition, is properly insured for the proposed purpose and has any necessary MOT certificate. These conditions will continue to apply throughout the period of use by my child.

Parent/ guardian signature.....

Date.....

Part b - Student Declaration

I accept the conditions set out in the Student Driving Policy and understand my permission to drive will be withdrawn if I do not comply with the policy

Student signature.....

Date.....

Part c - Permission to Carry Passengers

I give permission for my son/daughter

to drive the following named passengers, listed below, and that permission has been granted by their parent/ guardian

Name and form of passenger	Signature of passenger's parent or guardian