



# **Students Driving to School Policy**

**September 2023**

Next Update: September 2025

Approved by: Chair of Trustees

Principal: Neil Bain

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## 1. Aims

Any student who holds a valid UK driving license, who wishes to drive to School, either on a regular basis, or occasionally, must comply with the School's policy and is required to complete the Permission form and the 'Student Agreement' document. No student may drive to School unless the form is completed and approved. The School undertakes to;

- Closely monitor the student use of motor vehicles on the site.
- Minimise potential risk of injury or incident related to student use of motor vehicles.
- Maximise our students' adherence to UK driving rules and regulations.

## 2. Implementation

Requirements for all students driving cars to School at Wemms Education Centre:

- Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the Permission form and the Student Agreement, and have this approved, BEFORE a student can drive to School.
- Students are required to adhere to all road rules and drive in a safe and responsible manner, including all School rules regarding speed limits on the site and where to park vehicles.
- Students may not use headphones, mobiles phones, or other form of distraction whilst on the school site. There are many cars and students in close proximity and therefore there is a high risk of accidents and injury if a driver is distracted.
- Students are only to use their cars for travelling to and from School. Students are not permitted to leave and drive from the School grounds during the School day.
- On arrival at School, students are required to lodge their keys at reception by 8.20 am and collect them when afternoon session ends.
- Student license details and car make and registration must be recorded with the School.
- Students must provide evidence of a valid, current insurance policy.
- Students may only park in the allocated places in the School car park.
- Students are not permitted to carry other students as passengers to and from School without the written permission of their parents/guardian and the passenger's parents/guardian.
- Students are required to notify the School of any passenger who may be travelling with them to and from School.
- When students are leaving the site at the end of the School day and there are large number of taxis waiting to collect students, any student driver must wait until the taxis have gone before attempting to leave the School site. If the student driver must leave promptly (for work or medical appointment for example) they must speak to the Principal who will devise alternative arrangements for the student which will ensure a speedy but safe exit from the School grounds.
- Driving to School is a privilege and strict sanctions will apply where students fail to meet these obligations, including the withdrawal of permission to drive to School.
- Any unsafe driving behaviour or breaches of road rules could be reported to the police.
- All students should be aware that, in the event of there not being enough parking spaces available in the car park, permission to drive to School may be refused.
- This policy will be reviewed as part of the School's policies review unless new information or DVLA requirements necessitate an earlier review.

## 3. Related Documents and Policies

- Driving to School Policy
- Car Parking Policy

#### 4. Permission and Student Agreement Form – Appendix 1

This form must be completed by any student who wishes to drive to School either occasionally or regularly.

STUDENT NAME:

CAR MAKE/MODEL:

COLOUR: REGISTRATION NUMBER:

Note: If the student intends to drive any car other than the one registered on this form it must also be registered with the School.

##### **Parental Permission**

I give permission for to drive to School and take the passenger(s) indicated on this form.

Signature of Parent/Guardian: Date:

Parent/Guardian of Passenger(s)

I give permission for **Student Name** (Passenger) to be driven to and from School by **Student Name** (Driver).

I am aware of the School's requirements regarding students driving to School or being driven as passengers.

Signature of Parent/Guardian:

Date:

##### **Student**

I agree to adhere to the rules and requirements of Wemms Education Centre School regarding students driving a car to School.

Signature of student:

Date:

Note: A photocopy of the student's driving license and evidence of valid insurance must be attached to this form.

##### **School Approval**

Approved by Principal:

Signature:

Date:

##### **STUDENT PARKING PERMIT**

This parking permit must be clearly displayed on the dashboard whenever a student parks a car on the School premises. Failure to do so may mean that the privilege of parking on site is removed.

STUDENT NAME:

CAR MAKE/MODEL:

COLOUR: CAR REG NO:

APPROVED BY:

SIGNED:

DATE: