

GUIDELINES FOR STUDENT VEHICLE USE

RATIONALE:

The College is required to provide a safe physical and emotional environment for students and to comply with any legislation currently in force or that may be developed to ensure the safety of students and employees.

PURPOSE:

To ensure the safety of students, staff and the general public, and to enable staff to monitor the practice of students bringing vehicles to school.

GUIDELINES:

1. In the interest of safety, the school has the legal authority and an obligation to control and monitor student use of private vehicles to and from school and in and around school during school hours. Permission is given on the understanding that students will use vehicles in a safe and acceptable manner.
2. Signed permission is required from parents/caregivers, and as part of this caregivers also accept full responsibility for their child while travelling in their own vehicle to and from school.
3. Driver Licences must be sighted, and vehicle permit issued for a maximum of one year.
4. Passengers must be listed on the permit application, and written authorisation given by the parents/caregivers concerned.
5. Vehicles must not be used or accessed during school hours without permission.
6. Students must obey all road rules and drive in a safe and careful manner including in school car parks.
7. Permits may be revoked by the school, if any of the student vehicle requirements are broken by the student, or if the school has any safety concerns about the driver or the vehicle.
8. This policy does not apply to student use of student vehicles to and from school events which take place outside school time, or during the weekend.

REVIEW: These guidelines will be reviewed according to the Board of Trustee's triennial programme of self review (2013)

DATE CONFIRMED:

INFORMATION FOR STUDENTS:**STUDENT VEHICLE PROCEDURES AND REQUIREMENTS**

1. Students must first approach the Deputy Principal to discuss their prospective application, and collect an application form ('Permit to Bring a Vehicle to School')
2. Students must provide details of the vehicle, how frequently it will be used, why the permit is required, the driver licence type, and names of passengers. The form must be signed by the student's parent/caregiver and the student.
3. On signing the permit application, the parent/caregiver accepts full responsibility for their child while travelling in their own vehicle to and from school, and the student accepts the HPC Student Vehicle Procedures and Requirements.
4. The student's Driver Licence will need to be sighted by the vehicle controller (DP). The school will either ratify approval, approve the request subject to special conditions, or refuse the request.
5. Car Permits are only issued for one year, and then reviewed.
6. Passengers Students with Restricted Licences must NOT carry passengers.

Students with Full Driver Licences may carry students as passengers, provided the school has a letter of authorisation/consent from the parents/caregivers of both the driver and the passenger(s).

The passengers who may be carried must be listed on the Vehicle Permit form.

7. Vehicles may NOT be used during school hours, and are out of bounds during school hours – in particular, interval and lunch times.
8. Student vehicles must be parked in the back (South) car park.
9. Students must obey all road rules and drive in a safe and acceptable manner.
NB Observance of all road rules is mandatory
10. Students must drive carefully and safely when entering the school, and driving in the school car park. The car park speed limit is 10 kph.
11. The school may revoke a vehicle permit if any of the HPC Student Vehicle Requirements are broken by a student, or if the school has any safety concerns about the vehicle or the way it is being driven by the student.

Any irresponsible behaviour will automatically cancel the vehicle permit authority.

12. The vehicle permit may also be withdrawn if one or more serious complaints concerning safety aspects, made by the public, staff or other pupils can be substantiated.
13. The school will consider laying a formal complaint with the Police if HPC students are identified committing a traffic offence while in charge of a vehicle.