



St Joseph's High School Aberdeen, NSW

Student Driving Policy

Responsible officer	Assistant Principal / Principal
Effective Date	February 2018
Superseded Documents	New Policy
Review Date	February 2020
Associated Documents	Pastoral Care Policy

RATIONALE

A number of senior students at St Joseph's drive cars to and from school. Duty of care, student safety, positive community image and continuing positive reinforcement of driving skills are important. A student driving policy will assist the school and parents to have a partnership in promoting responsible driver safety practices to students.

AIMS

- To manage risks involved of students driving any vehicle or riding any motorbike to and from school
- To ensure procedures are in place if students choose to be passengers
- To promote driver and passenger safety and welfare
- To maintain and enhance the positive image of the school in the community

To ensure that the school and parents are aware of the modes of transport used by students

IMPLEMENTATION

1. Obtaining permission to be a driver or passenger in a car at school

- Students who obtain their driving licence and who wish to drive to school and/or transport passengers are to apply for a Student Driver's pass. This pass **MUST** be renewed every school calendar year
- A copy of The Student Driving Policy and the Agreement Form are available from the Stage 6 Coordinator (Support Document- Appendix A)
- The Policy and Agreement Form are to be read and completed by the student and signed by the student's parent or guardian.
- Passengers (except for siblings of the driver) will be issued with a copy of The Student Driving Policy and will also need to have the Passenger's Transport form signed by their parent or guardian. Limit of three passengers per pass unless a sibling or one off exceptional circumstance.
- The completed Agreement Form is to be returned to the Stage 6 Coordinator where a Driver's Pass may be issued to the driver. Students should carry their pass at all times
- Student drivers are **NOT** permitted to carry passengers in their vehicles without the above process being followed.
- The Driver's Pass may be issued to transport passengers on a permanent or casual basis
- Students are required to adhere to all road rules and drive in a safe and responsible manner

2. Keeping the permission to be a driver or passenger in a car at school

- Students are only to use their vehicle for travelling to and from school. They are not permitted to access their vehicle during the school day or leave school grounds during the school day without written permission from parents that has also been signed by the Principal, Assistant Principals or Stage 6 Coordinator.
- Student vehicles are to be parked legally outside the school grounds. Students should not block the vehicles of others. Staff carpark can be used outside school hours.

- Students will not use their cars when travelling to and from school excursions or other school based activities held away from the school site without approval of the Principal or Assistant Principal.
- Drivers and passengers are expected to be within school grounds by 8:35 am. Disruption to nearby residences and businesses is to be kept to a minimum. Regular tardiness to school may result in driving privileges being revoked.
- Any unsafe driving practices will be reported to the police.
- Students are financially responsible for any damage they cause to other cars or property when driving to school or parking their vehicle
- Students not following policy will be suspended from driving to school.

First Offence : One Month

Second Offence: One Term

Third Offence: Indefinite - Pending an interview with parents, a decision will be made in regard to reinstatement of privileges.

- The driver is responsible for ensuring that this policy is adhered to by him/ herself and all passengers
- Students are to drive/ride the correct vehicle for their licence category
- Student and parents are responsible for informing the school on a student's licence validity

BUDGET

N/A

EVALUATION

The policy will be reviewed initially at the start of the school year in 2018 and then every 12 months or earlier if a condition or situation changes, or is deemed necessary by the Principal.

DATE FOR REVIEW

February 2020

ACKNOWLEDGEMENTS

NSW and VICTORIA Departments of Education Driving Policy, Driving policies from ASC St Mary's Campus Maitland and St Catherine's Catholic College Singleton

Appendix A

Driving Agreement Form – to be completed by the Driver and Driver’s Parents

In the interest of safety for all students, those students who drive cars to school must have written permission to carry passengers. Please sign the Agreement Form below and return it to the Stage 6 Student Coordinator as soon as possible.

Driver Declaration

I, _____ (please print) have read the St Joseph’s Aberdeen, Student Driving Policy and agree to the following conditions:

- ❖ I will only transport students when written permission from both driver and passenger’s guardian/s is obtained.
- ❖ I will not leave the school at lunch time or during study periods without permission
- ❖ I will not go to my car during school hours (including lunch time) without permission
- ❖ I will abide by the speed zones, including a 10 kph speed limit in the school car park, drive in a safe manner at all times and ensure my passengers behave in an appropriate manner.
- ❖ I will carry my driver’s pass at all times.
- ❖ I will notify the school if my licence is no longer valid or suspended.
- ❖ I will only drive/ride the correct vehicle type for my licence category.
- ❖ I will only drive the vehicle/s that are listed unless prior notification of a vehicle change has been formalised.

Student Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

My Car Details are:

Car/s Details: Make	Model	Colour	Rego Number	Insurance Details:	Driver’s Parent/Guardian Signature:
				<input type="checkbox"/> Third Party Insurance <input type="checkbox"/> Comprehensive Insurance	
				<input type="checkbox"/> Third Party Insurance <input type="checkbox"/> Comprehensive Insurance	
				<input type="checkbox"/> Third Party Insurance <input type="checkbox"/> Comprehensive Insurance	

Appendix B

Passenger Information – to be completed by the Driver and Driver’s Parents

The passengers that I, _____ have permission to transport are:

Passenger Name:	Driver’s Parent Signature:	Type of Pass (P for Permanent or T for Temporary):	Dates for transport:

Please ensure that this record is updated when any changes are made to the above information. It is **the student’s responsibility to ensure this is kept up to date.**

Upon return of this form, the driver will be issued with a pass outlining the passengers that they can carry on a permanent basis. If a passenger is for one day only a pass for that day will be issued upon receipt of the above permission form.

All documents presented and pass issued

Appendix C

Passenger Information – to be completed by the Passenger and the Passenger’s Parents

I, _____ of Admin _____ have permission to travel with
_____ from (start date) _____ to

(end date) _____ or I am a sibling of the driver and therefore a permanent passenger (cross out the
statement that is not appropriate) .

I have read the SJA Student Driving Policy and agree to the following conditions:

- ❖ I will only travel with students for whom written permission from both driver and my parent/guardian has been obtained.
- ❖ I will only travel with a student who has a current Driver’s Pass
- ❖ I will not leave the school at lunch time or during study periods without permission
- ❖ I will not go to the car during school hours (including lunch time) without permission
- ❖ I will carry my passenger’s pass at all times and produce it upon request.

Student Signature: _____ Date: _____

Passenger’s Parent/Guardian: _____ Date: _____

Driver’s Parent/ Guardian: _____ Date: _____