

POLICY DOCUMENT

| | |
|--------------------------------------|---------------|
| Title: | Document no.: |
| STUDENT DRIVER POLICY (all vehicles) | WHS0029 |

| POLICY INFORMATION | |
|----------------------|---------------------------|
| Policy domain: | Executive Leadership Team |
| Policy owner: | |
| Responsible officer: | |
| Publishing location: | WHS0029 |

| |
|--|
| |
|--|

| REVISION RECORD | | | | | |
|-----------------|---------------|---------------|----------------|--------------|-------------|
| Version | Approval date | Authorised by | Effective date | Review cycle | Review date |
| 001 | | | 25/05/2020 | 3 years | 25/05/2023 |



STUDENT DRIVER and PASSENGER POLICY

Blakes Crossing Christian College is aware that a number of Senior College students drive to the College either occasionally or on a regular basis, and some also travel as passengers in other student vehicles. It is important that all members of the College community are aware of the College procedures on this matter to ensure the safety of all employees, visitors, contractors, students and members of the community.

1. TRAVEL TO AND FROM COLLEGE

Should students choose to drive to College the following instructions are to be followed:

- Student drivers are to submit a *Student Driver Permission Form* prior to driving and parking on College grounds. The *Student Driver Permission Form* is to be signed by a parent and the student driver and returned to Student Services.
- Students are not permitted to access their vehicle for any reason once they arrive at the College.
- Student drivers are to exercise extreme care when driving in the vicinity of the College and abide by all speed limits and road rules. Families will be contacted if any reports or issues are made known to the College. Ongoing failure to comply will result in notifying South Australia Police.
- The College does not accept responsibility for private vehicles.
- Student drivers are not permitted to transport any other students to and from the College unless all families concerned submit a *Parent Approved Passenger Form*. This includes the student driver's sibling(s).
- Traffic delays will not be regarded as legitimate reasons for ongoing lateness. Student drivers must learn to negotiate traffic and allow for delays that often arise on our roadways so that they arrive at the College on time.

2. TRAVEL TO AND FROM EXCURSIONS

- Students are not permitted to drive themselves or other students to and from College events that are occurring outside of the College grounds, e.g. district carnivals, outdoor education activities, excursions, etc.
- In very limited circumstances a senior staff member may consider it appropriate that students drive to locations. On the express permission of the Principal and in such circumstances, a separate consent form may be issued for both driver and passenger. These forms must be filled out by parents and submitted to the Head of Senior School prior to the day of the excursion.
- Permission WILL NOT be given for on the spot or ad hoc requests.
- Verbal consent to drive or to be driven will not be accepted under any circumstances.



3. **PARKING**

Students are permitted to park on College grounds, at no cost, permitted they park behind building 4, on the northern side of the driveway facing Main Terrace.

4. **SUPPORTING DOCUMENTATION**

- Student Driver Permission Form
- Parent approved passengers Form

Safety Advisor

Date: / /

Principal

Date: / /



PART 1: STUDENT DRIVER PERMISSION FORM

Please complete the following details if, as a student you wish to drive to/from school

I, _____ (Student Driver's name), with Provisional Drivers Licence

No: _____ hereby confirm that I have read and will adhere to the Student Driver Policy (WHS0029).

I agree to:

- Adhere to road rules and speed limits
- Only park behind building 4, facing Main Terrace
- Not transport any student(s) or siblings without prior signed consent (a *Parent Approved Passenger Form* is to be completed for each individual student)
- Not access my vehicle during the school day

For students who ride motorbikes, please also note that you may not transport any students on your motorbike to/from school, and can park your motorbike up on the flat area near the Building 4 wall.

| | | | |
|----------------|--|--------------------------|--|
| Vehicle Make: | | Vehicle Colour: | |
| Vehicle Model: | | Vehicle Registration No: | |

Student Driver Name

Parent Name

Student Driver Signature:

Parent signature

Date: / /

Date: / /

PLEASE PROVIDE A PHOTOCOPY OF YOUR DRIVERS LICENCE TO THE STUDENT SERVICES OFFICER



PART 2: PARENT APPROVED PASSENGER FORM

Please complete the following details if you wish to give permission for your child to be a passenger in a car driven by a BCCC student, to/from school

I, _____ (Parent's full name), hereby give consent for my child _____ (Student's full name) to be transported to and from school by _____ (Student Driver's name) at their own risk.

Parents of students who are passengers of a student driver are reminded that their children are travelling with inexperienced drivers. Please discuss this with your child(ren) and explain their responsibilities in this situation.

Student Name

Parent Name

Student Signature:

Parent signature

Date: / /

Date: / /

**Please return signed forms to Student Services*

OFFICE USE ONLY

- Student Services sighted drivers licence
- Student Services provided student with a copy
- Student Services scanned & filed original

Staff signature

Date: / /