



Policy Number	N/A
Implemented	2012
Evaluated	2017
Next Evaluation	2020
Evaluation Group	HLT
Evaluation Frequency	3 years

STUDENT DRIVER POLICY

1. RATIONALE

This policy provides a framework where the guidelines related to student drivers, as outlined in the Catholic Education South Australia Duty of Care Procedure, can be implemented. The Catholic Education Office of South Australia has stated: "Schools are to have well defined policies regarding students driving themselves and other students to and from school, excursions and the like".

2. AIMS

- 2.1. To support those students who have the convenience of private transport by the provision of car parking facilities.
- 2.2. To encourage student drivers to utilise the available student car park, thus enabling staff to monitor student arrival and departure.
- 2.3. To foster personal responsibility in the student's responsible use of motor vehicles within the College car park and in the community.

3. BROAD POLICY

A written authority should be obtained from parents/guardians before students are allowed to drive to and from school. Student drivers may only carry passengers/siblings in their vehicles in accordance with applicable statutory guidelines/legislation.

By enrolling a student in a non-government school, the parents/guardians and the student accept the school's policies. The school has the right to determine which students are permitted to drive to school (subject to parent/guardian approval) and under what conditions that approval will be granted.

Catholic Schools Handbook: revised October 1997.

In line with advice from the Catholic Education Office, the procedures and conditions for student's driving to school have been established to ensure the safety and well-being of all students at Gleeson College. These procedures must be adhered to if a student is to be granted permission to drive a vehicle to and from school and utilise the car parking facilities on the College or Campus premises.

4. GUIDELINES

- 4.1 The student must obtain an 'Application to drive to school' (see Appendix 1) form from Student Services.
- 4.2 The student driver must return the completed form to Student Services with the student's current driver's licence. The registration number and make of any vehicle being driven must be provided.
- 4.3 Parents/Caregivers of the student driver must provide authority before the student is allowed to drive to school or to utilise their vehicle to travel to and from approved off campus courses for which they are enrolled through the College.
- 4.4 Student drivers are only permitted to transport other passengers/siblings in their vehicles in accordance with applicable statutory guidelines/legislation.
- 4.5 A 'Student driver registration permit' will be allocated to the student on the return of the completed application form. The student will then be permitted to drive to Gleeson College.

- 4.6 Student drivers must visibly display their *'Student driver registration permit'* within the vehicle at all times.
- 4.7 The vehicle must not be used during College hours unless written parental permission is approved and acknowledged by the House Coordinator, Assistant Principal or Deputy Principal.
- 4.8 Students must not go to their vehicle during College hours without obtaining specific permission from a teacher, indicated by a signature in the movement log of the student's diary, or in the event that they are approved for an 'early finish' or are travelling to or from an off-campus course.
- 4.9 Student drivers may only use the designated car park for parking. If this is full, then students may not park in any of the other bays, but can choose to find an alternative car park outside the College grounds, such as the perimeter of the Rec. & Arts Centre car park or on Surrey Farm Drive adjacent to the College oval. Gleeson College students are not permitted to park in the Child Care Centre, Music Suite, Pedare Christian College or Golden Grove High School car parks.
- 4.10 A student driving a vehicle to school must be permitted to drive whether they park in the College car park or not.
- 4.11 Use of student vehicles for excursions or out of College events is dependent on the guidelines provided by the teacher/s organising the excursion or event. If teachers allow student drivers to take their vehicle on excursions, then written parental permission is required for the student driver and also for any passenger. The use of the student vehicle is to be assessed and recorded in the risk assessment; proof of registration and full comprehensive insurance is required
- 4.12 Student drivers must inform Student Services staff in writing if information stated on their application should change
- 4.13 Student drivers must adhere to the speed limit within the car park and follow the general road laws in and around the College
- 4.14 The College has the right to deny students the use of the car parking facilities if a student does not follow these guidelines
- 4.15 Parents and students are advised that the College takes no responsibility for damage to any vehicles left on College premises and that drivers park on College premises at their own risk

5. BASIS OF DISCRETION

- 5.1 The policy may be modified under the professional direction of those who understand the needs of the student, meaning that a decision can be made to depart from these guidelines in response to particular extenuating circumstances

6. EVALUATION

The House Leadership Team is responsible for the evaluation of this policy which will take place every 3 years. The policy should be considered by members of the House Leadership Team as a key team within the College for Policy Review. They may wish to seek opinions from other staff, parents and students as to the effectiveness of the policy.

Signed _____ Principal or delegate

Signed _____ Chairperson of Board or delegate Dated: _____

This Policy now replaces all previous versions and evaluations of this Policy originally implemented in 2012 and subsequently updated in 2017.



APPLICATION TO DRIVE TO / FROM SCHOOL

Student Name: _____ **Care Group:** _____

VEHICLE 1:

VEHICLE 2:

Make / Model: _____

Make / Model: _____

Colour: _____

Colour: _____

Registration: _____

Registration: _____

I wish to apply for permission to drive to and from school. I have read and fully understand the conditions upon which permission will be granted and agree to abide by the Gleeson College Student Driver Policy.

We, the undersigned, understand and agree to abide by the conditions as set out by the Gleeson College Student Driver Policy.

Student Signature: _____

Parent / Caregiver: _____

OFFICE USE ONLY

Driver's Licence Checked: _____

Date Rec'd: _____

Parking Permit Number: _____