



MILTON ABBEY SCHOOL

POLICY ON USE OF VEHICLES BY PUPILS

Policy statement

Driving to and from school is a Sixth Form privilege. Sixth form pupils may be granted permission to drive to and from school, subject to approval. Parents must complete the necessary request form, and permission will be granted by the Housemaster/Housemistress (HSM) and the Senior Deputy Head, provided the pupil demonstrates appropriate responsibility.

Any sixth form pupil who holds a valid UK driving license who wishes to drive to school, either on a regular basis or occasionally, must obtain the appropriate permission and comply with the school's policy. No pupil may drive to school unless the form has been completed and approved. Permission can be withdrawn at any time, if the rules are not adhered to.

Driving Lessons

The school is happy for pupils to take driving lessons during term time provided that the following guidelines are followed:

- Parents/guardians should book and pay for driving lessons directly with instructors.
- House staff must be informed in writing by the parents/guardians in advance of dates and times of any driving lessons booked.
- Driving lessons should be arranged during 'free time' or in study periods. Driving lessons may not be arranged during lesson times, prep or periods of other school commitments.
- Pupils must sign out and back in at the main reception desk (except before 08:30 or after 17:00 when they sign at their houses).
- A letter detailing the date and time of a driving test should be shown to the HSM and permission obtained in advance for any required absence from school. Note that passing a driving test does not automatically give pupils the right to drive to school.

Requests to drive to/from school

Any request by a pupil or parent to use a vehicle to drive to/from school, or for permission to drive another pupil, must be referred to the Senior Deputy Head. Pupils who drive to school must hold a full, clean driving licence and ensure their vehicle has valid insurance, road tax and MOT. The school must be informed of any changes to these details. The Permission to Drive Form records the driver's car registration number and model, and a copy will be retained by the school once all required signatures have been obtained. No pupil may drive to or from school until this form has been completed, signed by all relevant parties, and authorised by the Senior Deputy Head.

Passengers

Pupils may not be driven by anyone under 21 years of age unless prior arrangements have been made with the Senior Deputy Head. Parents/guardians may authorise pupils to transport their siblings as passengers in their cars if necessary. Pupils driving mopeds or motorbikes are not permitted to carry passengers.

Rules for pupils using vehicles

- While the pupil is at school, the vehicle keys must be handed to House staff and the vehicle must be parked in a place designated by the HSM.
- Boarders are only to use their vehicle for travelling to and from school at the start and end of term, exeat and half term breaks.
- Day pupils are only to use their vehicle for travelling to and from school at the start and end of the school day. Pupils should not leave school premises in their car at any other time, unless permission has been granted by the Senior Deputy Head.
- Pupils are required to adhere to all road rules and drive in a safe and responsible manner, including all school rules regarding speed limits on school site and where to park vehicles.
- License and confirmation of insurance and vehicle make and registration must be recorded with the school.
- Pupils are not permitted to carry other pupils as passengers to and from school without the written permission of their parents/guardian and the Senior Deputy Head.
- Pupils may **not** drive after consuming alcohol.
- Driving to School is a privilege and strict sanctions will apply where pupils 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.

PERMISSION FOR PUPILS TO DRIVE A VEHICLE TO AND FROM SCHOOL (DAY PUPIL)

Name of Pupil: _____ House: _____

Part A (to be completed by parent/guardian)

I request permission for my son/daughter to drive him/herself to and from Milton Abbey School. I confirm that he/she holds a full UK driving license and is sufficiently competent to drive safely on the specific journey detailed below. I also confirm that the vehicle is roadworthy and fully insured.

The specific return journey is from _____ to Milton Abbey School.

- I have read the school's policy on pupils driving vehicles and accept responsibility for the actions and safety of my son/daughter named above whilst driving to and from school.
- I understand that he/she may drive no other pupils during this time other than his/her brother/sister (named below) if required.

Vehicle Make	
Vehicle Model	
Vehicle Registration	
Vehicle Colour	

I give permission for my son/daughter named above to transport their brother/sister to and from school as a passenger (cars only).	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Name of sibling (if permission given)	

I have read and understood the conditions above and give the relevant permission as indicated on this form.	
Name of parent/guardian	
Parent/guardian signature	
Date	

Note - If a pupil intends to drive any car other than the one registered on this form it must also be registered with the school

Part B (to be completed by the pupil)

I _____ understand and will abide by the following conditions:

1. I have read the school's policy on pupils driving vehicles.
2. No other pupils are allowed to travel in any vehicle that I am driving, without the Senior Deputy Head's permission except my brother/sister if permission is requested by my parents above.
3. I am not to drive within the school grounds other than to and from the designated parking area.
4. I am not to use the vehicle for any purposes other than to journey to school in the morning and to drive home in the afternoon / evening, unless specific permission to do otherwise has been granted by the Senior Deputy Head.
5. I understand that I must hand my keys in to my HSM immediately on arrival at School.
6. The school does not accept any liability in the case of
 - a. accident;
 - b. theft of / from the vehicle;
 - c. damage or injury.
7. I understand that permission to drive to school may be revoked at any time. Further, if I am convicted of a road traffic offence, I understand that permission will be revoked.
8. I understand that the vehicle must be removed when the permission granted has expired.

I have read and understood the conditions above and agree to adhere to the rules and requirements of Milton Abbey School regarding pupils driving to school.

Name of pupil	
Pupil signature	
Date	

Approval from Housemaster/Housemistress

Name of HSM	
HSM signature	
Date	

Approval from Senior Deputy Head

Senior Deputy Head signature	
Date	
Date approval expires	

PERMISSION FOR PUPILS TO DRIVE A VEHICLE TO AND FROM SCHOOL (BOARDER)

Name of Pupil: _____ House: _____

Part A (to be completed by parent/guardian)

I request permission for my son/daughter to drive him/herself to and from Milton Abbey School. I confirm that he/she holds a full UK driving license and is sufficiently competent to drive safely on the specific journey detailed below. I also confirm that the vehicle is roadworthy and fully insured.

The specific return journey is from _____ to Milton Abbey School.

- I have read the school's policy on pupils driving vehicles and accept responsibility for the actions and safety of my son/daughter named above whilst driving to and from school.
- I understand that he/she may drive no other pupils during this time other than his/her brother/sister (named below) if required.
- I understand that he/she is not allowed to drive the vehicle throughout term time, but only for the initial journey to school and to return home for Exeat/ Half Term / End of Term.

Vehicle Make	
Vehicle Model	
Vehicle Registration	
Vehicle Colour	

I give permission for my son/daughter named above to transport their brother/sister to and from school as a passenger (cars only).	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Name of sibling (if permission given)	

I have read and understood the conditions above and give the relevant permission as indicated on this form.	
Name of parent/guardian	
Parent/guardian signature	
Date	

Note - If a pupil intends to drive any car other than the one registered on this form it must also be registered with the school

Part B (to be completed by the pupil)

I _____ understand and will abide by the following conditions:

1. I have read the school's policy on pupils driving vehicles.
2. No other pupils are allowed to travel in any vehicle that I am driving, without the Senior Deputy Head's permission except my brother/sister if permission is requested by my parents above.
3. I am not to drive within the school grounds other than to and from the designated parking area.
4. I am not to use the vehicle for any purposes other than the initial journey to school and to drive home for Exeat / half term / end of term unless specific permission to do otherwise has been granted by the Senior Deputy Head.
5. I understand that I must hand my keys in to my HSM immediately on arrival at School.
6. The school does not accept any liability in the case of
 - a. accident;
 - b. theft of / from the vehicle;
 - c. damage or injury.
7. I understand that permission to drive to school may be revoked at any time. Further, if I am convicted of a road traffic offence, I understand that permission will be revoked.
8. I understand that the vehicle must be removed when the permission granted has expired.

I have read and understood the conditions above and agree to adhere to the rules and requirements of Milton Abbey School regarding pupils driving to school.

Name of pupil	
Pupil signature	
Date	

Approval from Housemaster/Housemistress

Name of HSM	
HSM signature	
Date	

Approval from Senior Deputy Head

Senior Deputy Head signature	
Date	
Date approval expires	