



Student Driving Policy

This policy was approved and ratified by Cox Green School
In June 2016

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	15/10/13	15/10/13	June 2014
1.1	Full Governing Body	20/10/14	20/10/14	June 2016
1.2	Cox Green School	June 2016	June 2016	June 2019



Introduction

Cox Green School has a duty of care to all students during school hours.

The following is a combination of Law, School and the local authorities Policy and Guidance on Insurance Law:

1. Students can drive themselves to and from school but should not carry passengers;
2. Students cannot under any circumstances drive during school time this includes break, lunch and non- teaching time such as free periods;
3. Students should not drive their vehicles from school to a sports fixture;
4. Students cannot drive themselves between Sixth Forms, if studying a subject in the consortium;
5. Students cannot drive on behalf of Cox Green School e.g. be employed to drive/asked to drive by Cox Green staff;
6. Students cannot drive to work experience placements or any other similar event;
7. Students can only drive onto the school site if they are the Policy holder of an insurance policy. It is illegal for parents to be the policy holder with the student put on as a named driver on the vehicle the student is using. If there was any incident on school grounds the student would not be insured and the school would have to take out a private claim through the courts to claim damages.

Cox Green needs to see a copy of the licence and insurance held by the student before a parking permit can be issued.

Parking permits will be revoked permanently from any student who does not adhere to the above points.

Parking permits are specific to the student and a specific vehicle.

Communication of policy

This policy will be published on the school website and the staff intranet "Sharepoint".

Evidence of implementation

The Senior Leadership lead on 6th form will report back to Leadership Team and People Committee as required.

Review of policy

This policy shall be reviewed every 3 years by Cox Green School.



Cox Green School Parking Permit Form

Student name: _____

Academic Mentor Group: _____

Vehicle Make: _____

Colour: _____

Registration Number: _____

Date Test Passed: _____

Home-School Distance in Miles: _____

Student Insurance Policy Company and number: _____

(A copy must be brought into school and seen by the Post 16 Academic Mentor)

I agree to use my vehicle responsibly and safely at all times on school property and surrounding area and that I will comply with the following (please tick each point):

- Students can drive themselves to and from school but should not carry passengers;
- Students cannot under any circumstances drive during school time this includes break, lunch and non- teaching time such as free periods;
- Students should not drive their vehicles from school to a sports fixture;
- Students cannot drive themselves between Sixth Forms, if studying a subject in the consortium;
- Students cannot drive on behalf of Cox Green School e.g. be employed to drive/asked to drive by Cox Green staff;
- Students cannot drive to work experience placements or any other similar event;
- Students can only drive onto the school site if they are the Policy holder of an insurance policy. It is illegal for parents to be the policy holder with the student put on as a named driver on the vehicle the student is using. If there was any incident on school grounds the student would not be insured and the school would have to take out a private claim through the courts to claim damages

I understand that failure to do so may result in the removal of this permit.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Post 16 Academic Mentor signature: _____ Date: _____

For Office Use only Permit Number issued: _____