



Student Car Use Policy

Devised: March 2022

Next Revision: January 2025

1. CONTEXT

Students come to Shimna Integrated College from a wide catchment and Sixth Form students may find it convenient to drive to school. The privilege of bringing a car to school and parking in the school grounds is solely at the discretion of the College and it is not a right of a student; the contract that students and parents/guardians sign makes this point unequivocally.

2. ROAD SAFETY

There remains a high level of road injuries and road deaths on our roads, and we should be ever mindful of the comparatively low level of experience of newly qualified drivers. Subsequently, all schools have procedures in place to protect their students, to protect the College from liability, to honour their duty of care and to safeguard people in the school grounds. As ever, we request the support from parents and guardians to reinforce the messages of road safety with their child/children.

3. SAFETY AND SECURITY OF CARS

Students bring their cars in at their own risk. The College will not be held responsible for any damage to cars. All vehicles, and all valuables left in cars, will be left at the owner's risk. It is advised, therefore, that any valuables, personal or expensive items should be secured out of sight in the boot or dashboard pocket of the car to reduce the opportunity for theft.

4. COLLEGE REGULATIONS

For the safety and wellbeing of all members of the College community it is essential to have certain fundamental conditions for all student drivers.

Students are entrusted with the responsibility to drive in the College. We, therefore, expect students to comply with the following rules.

All drivers must:

- a) Complete and present a **College Driver Application Form**, signed by the students and parents/guardians, to the College reception, confirming that they are fully aware of this policy, that the vehicle is taxed and insured, and the driver has a valid licence. If successful, this will lead to the granting of a **College Parking Permit**
- b) Register their car details with the College reception
- c) Drive with the utmost care and attention at all times, not exceeding a speed of 5 mph on the College grounds. Particular care must be taken when entering and exiting the campus
- d) Arrive in school on time for first commitments at 9.05am and to park **only** in the top car park
- e) Not drive the vehicle during the school day without permission from the College. To gain permission, a **Signing-Out Form** has to be completed at reception. This will be authorised by the Principal, Vice Principal or Assistant Vice Principal
- f) Not carry passengers unless express permission has been given by the parents/guardian in the **College Driver Application Form**



In the interest of health and safety for other students and staff, and to preserve the grounds, motorbikes or mopeds of any size belonging to students may not be driven on or into the grounds of the College at any time.

A violation of any of these conditions may lead to permission to drive to and park in the College grounds being revoked. If a student, subsequently, parks or brings the car to school without permission, it will be treated as serious misconduct.

5. BREACH OF REGULATIONS

It is a privilege to bring a car to College but it is not a right.

Stage 1 Student not following the College Car Use Policy	Student made fully aware of the College Car Use Policy One week Permit suspension Parents informed
Stage 2 Further Breach of Regulations	College Parking Permit Suspended - <i>Two weeks or equivalent</i> Parents Informed
Stage 3 Further Breach of Regulations	College Parking Permit Suspended - <i>One month or equivalent</i> Parents Informed
Stage 4 Further Breach of Regulations	College Parking Permit Withdrawn Permanently Parents Informed

Driving recklessly or driving an unregistered car on College grounds is considered both a traffic offence and a serious disciplinary issue which is likely to result in Stage 4 breach of regulations.

College Driver Application Form



Name:			
Class:			
Car details:			
Reg. No:		Make:	
Model:		Colour:	

This permit is issued on the understanding that the following rules and regulations are complied with:

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<p>Failure to comply with the regulations as detailed above may result in the withdrawal of this privilege and the matter may become a further disciplinary concern</p>
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I agree to abide by the above regulations:

(Student's Signature)

(Date)

I have discussed the rules and regulations with my son /daughter and give my permission for him/her to bring his/her car to school and park on College Grounds. I understand that he/she could lose the College Driving Permit if he/she breaks any of the regulations above.

(Parent's/Guardian's Signature)

(Date)

<p>College Use Only</p>

<p>Application Approved:</p>

<p>Date:</p>



APPENDIX 2

APPLICATION TO CARRY PASSENGERS

To Parent/Guardian

Re: carriage of passengers

Please list below the names of passengers you give permission to travel with your son/daughter to and from College.

A note from the passenger's parents/guardians will also be required indicating their agreement to the arrangement.

NAME (S) OF PASSENGER (S)	Class	<i>Agreement letter received from Parent/Guardian - COLLEGE USE ONLY</i>

I agree to my son/daughter driving the above passengers and I have explained the additional responsibility carried.

(Date)

(Parent's/Guardian's Signature)

COLLEGE USE ONLY	
All agreement letters have been received and permission is granted to carry the passengers named above	
Signed _____	Date _____



Student Driver's Parking permit

The following students have been given permission to park in the College grounds:

Date	Student Name	Class	Car Make & Model	Colour	Registration Number

APPENDIX 4



Signing Out Form

Date	Student	Reason for leaving College grounds	Staff Authorisation