

Queenswood



Driving Policy for Upper Sixth Students

<i>Issued by</i>	Bursar
<i>Last review</i>	May 2016
<i>Circulation</i>	Queenswood Website Staff Portal
<i>Revision</i>	i

DRIVING POLICY FOR UPPER SIXTH STUDENTS

1. Driving to and from school is an Upper Sixth privilege. Permission must be granted by the Principal and can be withdrawn at any time, if the rules are not adhered to.
2. Girls who drive to school must have a full and clean driving licence and their cars must have valid insurance, road tax disc and MOT. They must keep the school informed of any changes. It is up to the parents of both the driver and passenger giving permission to be happy that this is all in place.
3. Before any girl drives to school, she must have completed the Permission to Drive Form which is emailed to Lower Sixth parents at the end of the Summer Term or may be obtained from the Deputy Head Staff. It must be signed by the driver and a parent/guardian before being returned to school and signed off by the Principal. If at a later stage your daughter passes her test and wishes to keep her car at Queenswood, a new form must be completed and returned to the Deputy Head Staff.
4. A copy of the form (which contains details of the driver's car registration number, model) will be returned to the driver after all the signatures have been obtained. No girl may drive to or from school without being in possession of this form. The form should be kept in the car and must be shown to members of the teaching or security staff, if requested.
5. It is the driver's responsibility to inform the Deputy Head Staff of any change of car, registration number or rescue service, even if such a change is only temporary (e.g. use of parental, courtesy or company car).
6. Girls may only drive to and from school at the start and end of the school day (or at the start and end of the school week, if they are boarders). They should not leave school premises in their car at any other time, unless permission has been granted by the Head of Sixth Form. Permission may be granted for occasions such as medical appointments, but not for lunch outings or shopping trips. Parents should give advance notice in writing/by email to the Head of Sixth Form who will then decide whether permission should be granted.
7. Girls may only park in the School Car Park. The only exceptions are for the purpose of loading or unloading the vehicle. **A breach of this may result in the privilege being withdrawn.**
8. If groups of girls go on a school outing (e.g. sporting fixtures, formal or informal meals out, e.g. Hockey dinners etc.), they may not use their private cars, apart from exceptional circumstances when permission has been granted by the Head of Sixth Form. Staff who organise such outings should be responsible for organising school transport/minibuses themselves, or for booking taxis.
9. Girls may only drive other Queenswood girls after they have passed their test for 3 months, and when the parents of both the driver and passenger have given permission.
10. Girls may not take other girls as passengers, unless their parents and the parents of the passenger have signed the relevant section of the Permission to be a Passenger Form which only covers Upper Sixth girls. Arrangements for girls other than Upper Sixth travelling as passengers in a car need to be requested separately to the Principal and permission would only be granted in exceptional circumstances.
11. It is the girl's responsibility to ensure that only girls who are authorised to do so get into her car, and to only get into the car of authorised drivers.



DRIVING PERMISSION FORM

> Girl's name (BLOCK CAPITALS please)

I am applying for permission for her to bring her car to school.

My daughter has held a full clean Driving Licence since .

Please note that this is an Upper Sixth privilege for girls who have passed their driving test and no girl may keep her car at school until permission has been granted by the Principal.

I understand that my daughter will only be eligible to drive members of the Upper Sixth **three months** after passing her driving test.

> Make of car

> Model

> Colour

> Registration number

> Signature of Parent

> Date

OFFICE USE ONLY

> Signature of Girl

> Signature of Principal*

> Date

> Date

The Deputy Head Staff will file the original copy and give a copy of the signed policy to the girl to keep in her car. A spreadsheet of permissions will be available to the Assistant Head, Head of Sixth Form; Upper Sixth Boarding Staff; Bursar; Maintenance PA; Security Portacabin.

**Required if permission is sought for a car to be kept at Queenswood, or if passengers from younger years are to be carried.*



PERMISSION TO BE A PASSENGER/CARRY PASSENGERS

> Girl's name (BLOCK CAPITALS please)

Permission to be a passenger/carry passengers

Occasionally Upper Sixth drivers want to take their friends as passengers in their cars. They are only allowed to do so, if both sets of parents have given their consent. Please note that it is your daughter's responsibility to ensure she only gets into the car of a driver who has the school's and both sets of parents' authorisation. Please complete the following and delete as appropriate.

YES, I give permission for my daughter to travel as a passenger in the following girls' cars subject to those girls' parents also giving permission. You should satisfy yourself that the driver has a full clean driving licence and that their cars have valid insurance, road tax disc and MOT.

NO, I do not give permission for my daughter to be a passenger in another girl's car.

YES, I give permission for my daughter to drive the following Upper Sixth girls as passengers in her car, subject to those girls' parents also giving permission. Only in exceptional circumstances would a girl be able to drive another girl below the Upper Sixth and specific permission would need to be sought from the Principal. **I have completed and returned a Driving Permission form.**

I would like to request the permission of the Principal to drive the following girl who is not a member of the Upper Sixth (e.g. a sibling).

NO, I do not give permission for my daughter to drive any girls.

My daughter and I have read and understood the Queenswood Driving Policy concerning the use of cars. I agree that my daughter, if granted permission, will keep her car at Queenswood on the understanding that these rules will be strictly adhered to.

> Signature of Parent

> Date

OFFICE USE ONLY

> Signature of Girl

> Signature of Principal*

> Date

> Date

The Deputy Head Staff will file the original copy and give a copy of the signed policy to the girl to keep in her car. A spreadsheet of permissions will be available to the Assistant Head, Head of Sixth Form; Upper Sixth Boarding Staff; Bursar; Maintenance PA; Security Portacabin.

*Required if permission is sought for a car to be kept at Queenswood, or if passengers from younger years are to be carried.