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Student Driver Guidelines

PURPOSE

It is recognised many senior students may choose to travel to and from school in their own vehicles and they should view this as a privilege and not a right. Diocese of Lismore Catholic Schools (DLCS) is aware of the need for other students to travel in these vehicles from time to time. While most young drivers are careful, safety-conscious and considerate when driving, it is acknowledged that they are one of the most vulnerable road user groups. Travelling with teenage passengers increases the risk for these young drivers. With this in mind, schools have a responsibility to take all reasonable measures to ensure the welfare and safety of students.

These procedures outline the circumstances where students are given permission to drive to and from school and the circumstances under which this permission may be withdrawn.

APPLICATION

These procedures apply to all Diocese of Lismore Catholic Schools (DLCS) school staff, students and parents.

PROCEDURES

1. DEFINITIONS

- 1.1 **Authorised Passenger** means a student at the school who has completed the approval process to be permitted to be a passenger with a student driver.
- 1.2 **Parent** means the biological mother or father, legal guardian, or other person having the legal custody or care of a child.
- 1.4 **Pillion Passenger** means a student who travels in a seat or place behind the rider of a motorcycle.
- 1.3 **Student Driver** means a student at the school who is licensed to drive a motor vehicle or motorcycle and has completed the approval process to be permitted to drive to school.

2. SCHOOL RESPONSIBILITIES

- 2.1 The school aims to:
- a) Impress upon students that driving a vehicle to and from school is a privilege and not a right;
 - b) Educate student drivers of their responsibilities;
 - c) Obtain parental permission regarding the student use of vehicles;
 - d) Inform the students and parents to understand their responsibilities with regards to student drivers and authorised passengers; and
 - e) Follow up any breaches of these procedures in a prompt, fair and consistent manner.
- 2.2 A responsible staff member will:
- a) Obtain from parents the names of student drivers and permissions from parents of any authorised passengers in their student driver's vehicle;
 - b) Advise parents that the school takes no responsibility for damage to any student vehicles parked on or adjacent to school premises;
 - c) Invoke school behavioural procedures if breaches of these procedures occur.
- 2.3 Ensure that all staff are aware of the responsibilities and expectations of this document.

3. STUDENT DRIVER RESPONSIBILITIES

- 3.1 A student who has a licence to drive or ride, and intends to use this form of transport to and from school, is required to comply with these procedures. Student drivers will:
- a) Provide a completed application form to drive to school;
 - b) Ensure their vehicle is roadworthy and appropriately insured;
 - c) Park in appropriate and legal parking spaces in the student car park or streets around the vicinity of the school;
 - d) Not use their vehicles as a place for recreation or leisure while parked at school;
 - e) Follow sign in and out procedures on arrival and before leaving school grounds in student vehicles during school hours;
 - f) Drive in a responsible and lawful manner at all times, and ensure that authorised passengers travelling in the vehicle use appropriate restraints;
 - g) Be conscious of being identified as a student of the school while driving and therefore act appropriately at all times;
 - h) Be considerate of neighbours of the school, adhere to all road traffic rules, minimise noise and not encroach on private property at any time;
 - i) Not access their vehicle during the school day unless using the appropriate sign out processes;
 - j) Advise the school of any changes of vehicle and any related circumstances throughout the year by updating their application form;

- k) Not carry any more than two (2) authorised passengers in the car, unless the number is increased due to the number of siblings;
 - l) Not display behaviours evidencing bad manners, e.g., loud music, 'showing off' and yelling out of vehicles; and
- 3.2 If any of the above requirements are not followed, the student driver will have an appropriate sanction applied which may include, but is not restricted to:
- a) A warning;
 - b) Detention;
 - c) Suspension; and/or
 - d) Withdrawal of school permission to drive to or from school and/or park on school grounds due to duty of care of care obligations.
- 3.3 Students driving vehicles are expected to maintain a high standard of conduct that the school can be proud of. Any reports of unsafe driving behaviour, breaches of road rules will be reported to the police.
- 3.4 A student driver of a motorcycle whether a on a Learner Rider Licence, P1 Licence or P2 Licence must not carry any pillion passengers when travelling to or from school.

4. AUTHORISED PASSENGERS

- 4.1 If a student car driver must carry a passenger (e.g., a younger sibling), the permission note must provide details of these passengers. Both the student driver and passenger must submit parental permission in writing, which must form part of the application for approval.
- 4.2 Authorised car passengers will:
- a) Only be driven by the nominated driver;
 - b) Remember they are representing the school while travelling to and from school;
 - c) NOT distract drivers whilst they are operating a motor vehicle;
 - d) If under 12 years of age sit in the back seat, as this is recommended as the safest option for children of this age;
 - e) Be mindful of noise when entering and exiting the car around streets near the school; and
 - f) Understand that permission can be removed if displaying behaviour that could impact safety.

5. PARENT RESPONSIBILITIES

- 5.1 Parents will:
- a) Complete the student driver or authorised passenger permission note.
 - b) Undertake to support these procedures by ensuring their student driver is complying with this procedure and other school-specific expectations; and

- c) Seek permission from the Principal/Assistant Principal of any alternative arrangement that needs to be considered to meet individual circumstances;

6. OFF-SITE SCHOOL EVENTS

- 6.1 Students are not permitted to drive their own vehicles to sporting events, excursions or other school-related activities. Exceptions to this will only be permitted with express written permission from the Principal and will only be granted in very special circumstances. In the event of permission being granted, passengers will not be permitted for safety reasons.
- 6.2 Students may drive to authorised work placements associated with vocational education and training (VET) courses undertaken as part of HSC studies.

ENQUIRIES

Assistant Director, People and Safety
Manager, Workplace Health and Safety

RELATED DOCUMENTATION

The Mission of Jesus Christ Foundational Values: Catholic Education in the Diocese of Lismore
Traffic Management Guidelines
Road Rules 2014 (NSW)

Attachment One:

Example Driving Agreement Form -Student Driver

Student Name: _____ Homeroom: _____

Student Driver Declaration

In the interest of safety for all students, those students who drive motor vehicles to school must have written permission to carry passengers. Please sign the Agreement Form below and return it to the Leader of Student Wellbeing as soon as possible.

I agree to the following conditions:

- I will only transport students when written permission from both driver and passenger's parents is obtained.
- I will not leave the school at lunchtime or during study periods without permission.
- I will not go to my car during school hours (including lunchtime) without permission.
- I will notify the school if my licence is no longer valid or suspended.
- I will only drive the correct vehicle type for my licence category.
- I will only carry authorised passengers.
- I will maintain a high standard of conduct the school can remain proud of. I understand that reports of unsafe driving behaviour, and breaches of road rules will be reported to the police. Evidence of bad manners, loud music, 'showing off', yelling out of vehicles or recklessness may result in disciplinary action.

Student Signature: _____ Date: _____

Parent Permission

I agree that my child has a valid driver's licence

The car that my child will drive is registered.

Licence Plates: _____ (list car/s the student will drive).

Siblings that my child will transport to or from school.

Authorised Passengers

Parent/Guardian Name: _____ Signature: _____ Date: _____

Parent/Guardian Name: _____ Signature: _____ Date: _____

Attachment Two

Example Agreement Form –Student Rider (Motor Cycle)

Please sign the Agreement Form below and return it to the Leader of Student Wellbeing as soon as possible.

Student Name: _____

Homeroom: _____

Student Motor Cycle Rider Declaration

I agree to the following conditions:

- I will not leave the school at lunchtime or during study periods without permission.
- I will not go to my motor cycle during school hours (including lunchtime) without permission.
- I will notify the school if my licence is no longer valid or suspended.
- I will not carry a pillion passenger.
- I will maintain a high standard of conduct the school can remain proud of. I understand that reports of unsafe driving behaviour, and breaches of road rules will be reported to the police. Evidence of bad manners, loud music, 'showing off' or recklessness may result in disciplinary action.

Student Signature: _____ Date: _____

Parent Permission

I agree that my child has a valid motor cycle licence.

The motor cycle that my child will ride is registered.

Licence Plate: _____

Parent/Guardian Name: _____ Signature: _____ Date: _____

Parent/Guardian Name: _____ Signature: _____ Date: _____

Attachment Three:

Example Authorised Passenger Information – to be completed by the Passenger and Passenger’s Parent(s)

Passenger Information – to be completed by the Passenger and the Passenger’s Parents

I, _____ of _____ (insert Year and House)
have permission to travel with _____ from (start date) _____ to
(end date) _____ or I am a sibling of the driver and therefore a permanent passenger (cross out the
statement that is not appropriate).

I have read the Student Driver Procedures and agree to the following conditions:

- I will only travel with students for whom written permission from both driver and my parent/guardian has been obtained.
- I will only travel with a student who has a current Driver’s Pass.
- I will not leave the school at lunch time or during study periods without permission.
- I will not go to the car during school hours (including lunch time) without permission.
- I will not distract the driver whilst they are operating a motor vehicle.
- If under 12 years of age I will sit in the back seat.
- I will be mindful of noise when entering and exiting the car around streets near the school and will not operate the vehicle at any time.

I understand that this permission can be removed if I display behaviour that could have an impact on safety. I will maintain a high standard of behaviour that the school can be proud of.

Student Signature: _____

Date: _____

Passenger’s Parent/Guardian: _____

Date: _____

Driver’s Parent/ Guardian: _____

Date: _____