Charitable Objects of St. Catherine's School- *The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day School or Schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*

ST CATHERINE'S SCHOOL BRAMLEY

SIXTH FORM DRIVER AND VEHICLE POLICY

'Believe… Achieve… Succeed'

Policy Holder	Isabel Cook and Catherine Peel
Date Approved	September 2026
Approval	Health and Safety Executive Committee
Date for next review	September 2027

This policy will be reviewed annually or sooner if there are statutory revisions, school arrangements or an incident that indicates that amendments are required.

The Policy

St Catherine's School recognises that some Sixth Form students may learn to drive or become licensed drivers during their time in the Sixth Form. Driving can provide students with greater independence and responsibility; however, the use of vehicles also creates responsibilities for the student, their passengers, the School and the wider community.

The purpose of this policy is to:

- establish clear expectations for students who drive to school;
- ensure that vehicles brought onto school premises are used safely and responsibly;
- protect the safety and wellbeing of students, staff, visitors and members of the public;
- clarify expectations regarding passengers;
- establish clear arrangements for parking;
- ensure that driving-related behaviour is consistent with the School's Behaviour Policy;
- support the School's safeguarding responsibilities;
- ensure that driving does not adversely affect attendance, punctuality, learning or student wellbeing.

The policy applies to all Lower Sixth and Upper Sixth students who drive, or who bring a vehicle onto school premises.

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Attendance Policy
- Health and Safety Policy
- Educational Visits Policy
- Mobile Phone and Personal Devices Policy
- Sixth Form Student Handbook

Legal Responsibility

Students who drive are personally responsible for ensuring that they comply with all applicable road traffic legislation.

The School does not provide driving instruction and does not accept responsibility for the legality, roadworthiness, insurance or suitability of a student's vehicle.

Students must ensure that, where applicable:

- they hold the appropriate driving licence or entitlement;
- the vehicle is legally permitted to be driven;
- the vehicle is appropriately insured;
- the vehicle has a valid MOT where one is legally required;
- the vehicle is taxed where applicable;
- the vehicle is roadworthy;
- they comply with all restrictions attached to their licence or insurance;
- they comply with the Highway Code and all relevant road traffic law.

The School may require evidence of appropriate documentation where there is a legitimate safeguarding, health and safety or disciplinary reason for doing so.

Permission to Drive to School

Students must register their vehicle with the Heads of Sixth Form (Sixth Form Office) before bringing a vehicle onto the School site. The Facilities Office will also have access to this information.

Students must provide:

1. their name and tutor group;
2. vehicle registration number;
3. make and model of vehicle;
4. confirmation that they hold the appropriate driving entitlement;
5. confirmation that the vehicle is appropriately insured;
6. an emergency contact;
7. details of any regular passengers, where requested by the School.

Students must inform the school immediately if any of these circumstances change.

Permission to park on school premises is a **privilege rather than a right** and may be withdrawn where a student breaches this policy or where the School has concerns about safety.

Students who are Learning to Drive

Students who hold a provisional licence may only drive in circumstances permitted by law and their insurance.

A student must not:

- drive independently when they are not legally entitled to do so;
- bring a vehicle onto school premises for the purpose of practising driving
- carry passengers where this is prohibited by their licence, insurance or the law.

The school will not provide supervision for driving practice.

Parking on School Premises

Students must park only in spaces or areas designated by the School.

Students must:

- follow all school signage and parking instructions;
- drive slowly and carefully on school premises at all times – adhering to the School's speed limit of 10MPH;
- give priority to pedestrians;
- leave sufficient space for emergency access;
- park considerately and without obstructing other vehicles;
- keep their vehicle locked when unattended;
- take reasonable care of personal belongings.

Students must not:

- park in staff, visitor, disabled or restricted spaces unless specifically authorised;
- block entrances, exits, fire routes or emergency access;
- park on grass, pavements or other unauthorised areas;
- use the vehicle as a place to store prohibited items;
- undertake vehicle maintenance or repairs on school premises unless required under emergency circumstances if the vehicle will not start.
- use the car park for socialising where this creates a nuisance or safety concern.

The School reserves the right to change parking arrangements at any time.

Safe Driving

Students are expected to demonstrate mature and responsible behaviour whenever driving on or around the School site.

The following are prohibited:

- excessive speed;
- dangerous or careless driving;

- racing or competitive driving;
- sudden acceleration or manoeuvring;
- unnecessary use of the horn;
- driving aggressively;
- driving while distracted;
- using a mobile phone while driving;
- driving while impaired by alcohol, drugs or any substance that affects the ability to drive safely;
- allowing passengers to behave in a way that distracts the driver;
- any other behaviour that creates a risk to students, staff, visitors or members of the public.

The School's expectations apply **both on school premises and when students are travelling to or from school**, where the behaviour has a connection with the School or affects the safety or wellbeing of members of the School community.

The School may take disciplinary action in relation to serious or repeated unsafe driving behaviour. The School behaviour policy can apply to misbehaviour outside school where it affects the School community.

Passengers

Students may only carry passengers when they are legally entitled and appropriately insured to do so. Drivers can only take another pupil as a passenger if they have received express permission from that other pupil's parents/guardians.

The driver is responsible for ensuring that:

- the number of passengers does not exceed the number of available and legally permitted seats;
- all passengers use appropriate seat belts;
- passengers behave safely;
- passengers do not distract the driver;
- the vehicle is not used in a way that puts passengers or other road users at risk.

Students should exercise particular caution when transporting younger students.

A student must never be pressured into giving another student a lift.

Students should not offer lifts to students where doing so creates a safeguarding concern or where the arrangement has not been agreed with parents/carers when such agreement is appropriate.

Safeguarding

Driving arrangements can have safeguarding implications, particularly where students are transporting other students.

Students should raise concerns with the Heads of Sixth Form, Designated Safeguarding Lead and / or another trusted member of staff if:

- they feel pressured to provide or accept a lift;
- they are concerned about the behaviour of a driver;
- they believe a driver is not legally entitled to drive;

- they are concerned that a vehicle is being used unsafely;
- they feel uncomfortable about being alone in a vehicle with another student;
- they become aware of behaviour that may place another student at risk.

Staff should respond to safeguarding concerns in accordance with the School's Safeguarding and Child Protection Policy.

Leaving School During the School Day

Driving does not give a student permission to leave school whenever they wish.

Sixth Form students must comply with the School's attendance and signing-out procedures.

A student who wishes to leave the School site during the school day must have an appropriate reason and follow the School's established procedures.

Students must not use their car to:
- leave lessons without permission;
- avoid registration;
- leave school following a disciplinary incident without authorisation;
- transport themselves or another student away from school without following the appropriate procedure.

Where a student is required to leave school because of illness, safeguarding concerns or another pastoral issue, the normal school procedures will apply.

Mobile Phones and Driving

Students must not use a handheld mobile phone while driving.

This includes using a phone for:
- calls;
- messaging;
- social media;
- taking photographs or videos;
- changing music;
- navigation where this requires handling the device.

Students should ensure that their phone is safely put away before driving.

The School's mobile phone expectations continue to apply to Sixth Form students.

Behaviour and Disciplinary Action

Driving a vehicle to school is a privilege and students are expected to demonstrate the maturity required to use that privilege responsibly.

The School may take action where a student:

- drives dangerously or inconsiderately;
- breaches this policy;
- breaches the School's Behaviour Policy;
- uses a vehicle to facilitate inappropriate behaviour;
- transports another student in circumstances that create a safeguarding concern;
- deliberately or recklessly damages another person's vehicle or property;
- repeatedly breaches parking arrangements;
- uses their vehicle to leave school without permission;
- behaves in a manner that brings the School into disrepute.

Possible consequences include:

- verbal or written warning;
- meeting with the Heads of Sixth Form;
- contact with parents/carers;
- loss of permission to park on school premises;
- temporary suspension of driving/parking privileges;
- permanent withdrawal of permission to bring a vehicle onto school premises;
- further disciplinary action under the School's Behaviour Policy.

Serious incidents may also be referred to the police or other appropriate authorities where required.

Accidents and Incidents

Any accident, collision, damage or significant incident involving a student's vehicle on school premises must be reported immediately to the Sixth Form Office or a member of the Senior Leadership Team.

Students must not attempt to conceal an accident or leave the scene of an incident without following appropriate procedures.

Where appropriate, the School may:

- record the incident;
- contact parents/carers;
- investigate the circumstances;
- involve the Designated Safeguarding Lead;
- involve the police or emergency services;
- review the student's permission to bring a vehicle onto school premises.

Vehicle Security and Personal Property

Students are responsible for their own vehicles and possessions.

The School does not accept responsibility for:

- theft from a vehicle;
- damage to a vehicle;
- loss of personal property;
- mechanical failure;

- breakdown;
- parking penalties or other legal penalties incurred by the student.

Students should not leave valuable possessions visible inside vehicles.

Emergency Situations

If a student experiences an emergency while travelling to or from school, they should contact the emergency services where appropriate and inform the School as soon as it is safe to do so.

If a student becomes unwell or is unable to drive safely while on school premises, they must not attempt to drive home. They should report to the Sixth Form Office, School Office or another member of staff so that appropriate arrangements can be made.

Staff Responsibilities

The Heads of Sixth Form are responsible for:

- maintaining the Sixth Form vehicle register;
- communicating this policy to students and parents/carers;
- overseeing permissions to park on site;
- responding to breaches;
- liaising with the DDSLs and DSL where safeguarding concerns arise;
- reviewing the policy annually.

The Edulink Manager / Involve Leader:

- ensure Parent Agreements and the Policy are available for new drivers and parents to access

All staff should report significant concerns about student driving to the Heads of Sixth Form or DSL.

Student Agreement (see Appendix 1)

Students who register a vehicle agree that:

I understand that driving to school is a privilege and that I am responsible for ensuring that I drive legally, safely and considerately at all times. I will comply with the School's Sixth Form Driver and Vehicle Policy, parking arrangements, Behaviour Policy and safeguarding expectations.

I understand that the School may withdraw permission for me to park on school premises if I fail to meet these expectations.

Parent / Guardian Agreements (see Appendix 2 and 3)

Where a student is under 18, the School may request parent/carer acknowledgement of the student's arrangements for driving to school or leaving school early.

Parents/carers are responsible for ensuring that they are satisfied that their child is appropriately licensed and insured and is safe to drive.

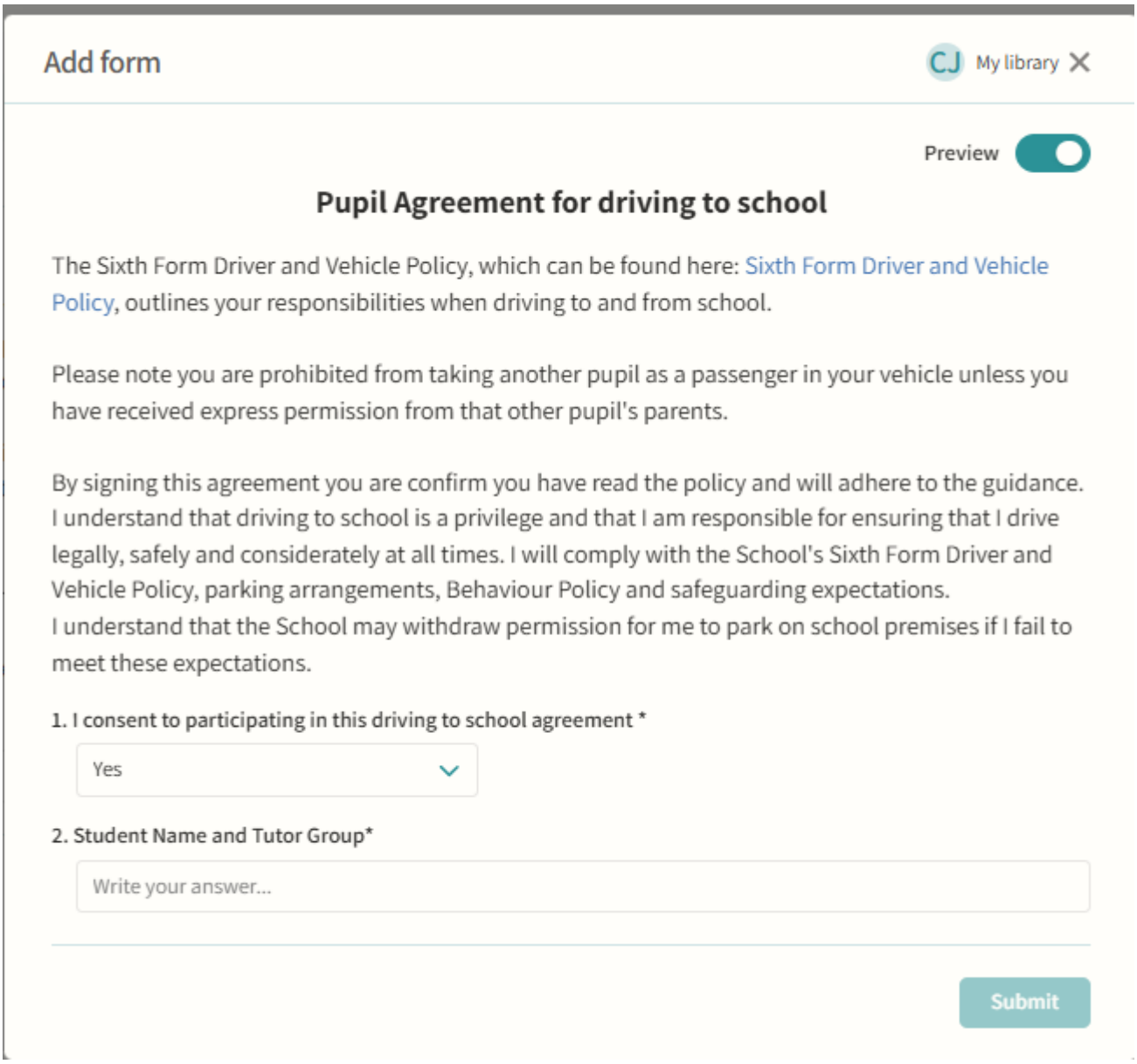
The school strongly encourages parents/carers to discuss with their child:

- safe driving;
- passenger behaviour;
- mobile phone use;
- journeys to and from school;
- appropriate boundaries when offering lifts;
- what to do in an emergency.

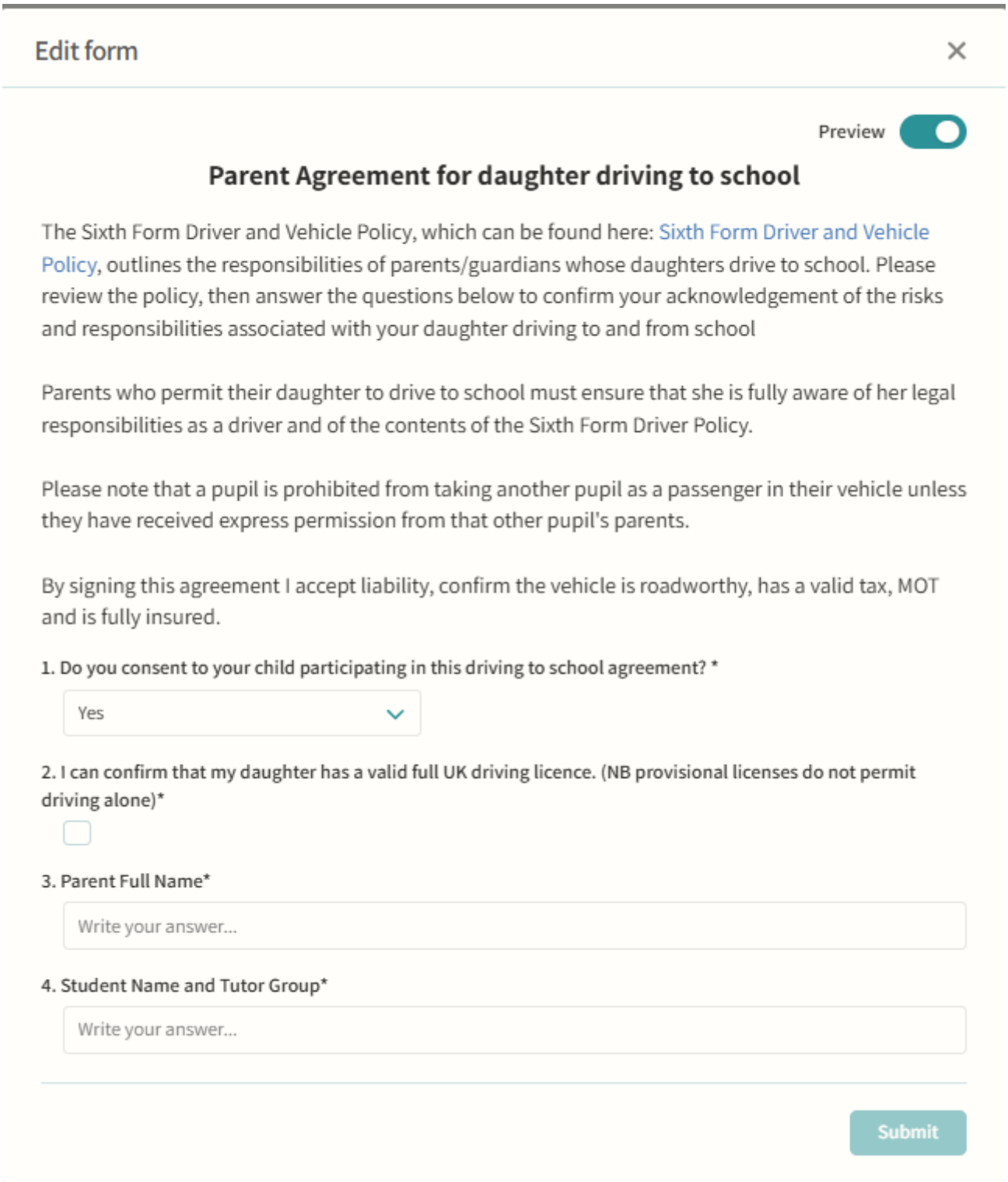
Parents must complete the agreement below to acknowledge they have read this policy and are aware of the risks and responsibilities associated with their daughter driving to and from school.

There is a separate agreement for parents to complete to allow their daughter in the Sixth Form to leave school early when she does not have timetabled lessons of an afternoon.

APPENDIX 1
STUDENT AGREEMENT



APPENDIX 2
PARENT AGREEMENT FOR DAUGHTER DRIVING TO SCHOOL



APPENDIX 3
PARENT AGREEMENT FOR SIXTH FORM EARLY DEPARTURE PERMISSION

