

Driving rules for pupils Policy – driving in term time

Executive Summary:

The following rules are designed for the safety of all concerned, to reduce the risk of pupils at the College driving irresponsibly or without care, and to reduce the chance of accidents involving pupils. They are also put in place to prevent pressure on immature drivers to act recklessly or to draw attention to themselves. Importantly, they are there to ensure accountability and clarity regarding who is behind the wheel of a car, when they are allowed to drive and whom they are allowed to take as passengers.

No pupil may drive a mechanically propelled vehicle in term time other than as detailed below.

Failure to adhere to any of the conditions will result in the school withdrawing driving permission for a period of time however inconvenient this may be. This will be a minimum sanction. Generally speaking, this sanction will be imposed by the second master in conjunction with the hsm. Hsms are authorised to unilaterally confiscate the car keys of day pupils in more extreme situations such as if the pupil is about to drive having drunk alcohol or if by having the keys, they are putting themselves and / or others at risk.

Day pupils

- I. When a pupil has both requested and received back written permission from the second master to drive to and from College, they must do so under the following conditions:
 - a) All relevant parents and pupils have read and understood this policy
 - b) Permission to drive has been requested by submitting a duly signed 'driving in term time' form to the HMO (Headmaster's Office)
 - c) No pupil brings a car to school until written permission has been granted by the second master, via the official form contained within this policy. Requests to commence driving on a Monday should not be requested after Friday morning, during the week before, to allow sufficient time for requests to be administered.
 - d) Driving is controlled, in accordance with the Highway Code and does not draw undue attention.
 - e) Pupils drive directly to homes / to school, without deviation, unless specific authority has been requested by parents and acknowledged by hsm, for a particular reason.
 - f) Pupils are expected to consistently arrive to school and leave school at the correct time.
 - g) The vehicle is not used during the school day, and this applies in particular to commuting to and from games and activities, as well as to other circumstances.
 - h) The car may not be parked on school premises (and by implication, electric cars not charged in the HMO car park).
 - i) No passenger is to be carried in the vehicle unless prior written permission is obtained from the second master, hsm and all relevant parents (and by amending the permission form accordingly). Permission to carry passengers will only be granted if sufficient need can be justified and the young driver has had at least two months' driving experience since passing their test. (unless the passenger is a sibling from the same family).
 - j) Fully comprehensive and valid insurance must be in place for the driver and any passengers.
 - k) All persons must wear 3 pin seat-belts.
 - l) All appropriate signing in and out procedures are followed.
 - m) **No pupil may drive home within fourteen hours of drinking alcohol.**

2. When a pupil is accompanied by a parent or an adult with delegated responsibility which has been put in writing by the parent to the hsm, in advance of the journey taking place.
3. When a pupil is taking a driving lesson. These must be granted with the parents' (written) and hsms prior permission prior to the suite of lessons taking place. Driving lessons are not to take place during taught lesson time or when a pupil is required for other school activities. Pupils must always sign out and in of houses on each occasion.
4. When a pupil is taking a driving test. Every effort must be made to ensure that driving and theory tests take place out of academic time and preferably in holiday time.
5. An authorised pupil may drive direct to-from a sports fixture on Saturdays (both home and away games) but may not take any other pupil passengers with them unless they are listed as a routinely authorised passenger on the previously submitted form. If they choose to come to house / College first, then they are subject to normal term-time driving regulations and must walk to-from games.
6. An authorised pupil may drive to a midweek AWAY fixture from College and afterwards, directly to their own home but may not take any other pupil passengers with them unless they are listed as a routinely authorised passengers on the previously submitted form.

Boarders

- I. When a pupil has both requested and received back written permission from the second master to drive to and from College, they must do so under the following conditions:
 - a) All relevant parents and pupils have read and understood this policy.
 - b) Before applying for permission, careful consideration must be given by the pupil and his / her parents whether keeping a car parked and un-used on local town streets for significant periods between uses is desirable, sensible and necessary. Such a decision will relate to the proximity of the parental home to a train station as well as to parents' commitments more generally. Permission to drive has been requested by submitting a duly signed 'driving in term time' form to the HMO (Headmaster's Office).
 - c) No boarder brings a car to school until written permission has been granted by the second master, via the official form contained within this policy. Requests to commence driving on a Monday should not be requested after Friday morning, during the week before, to allow sufficient time for requests to be administered.
 - d) Driving is controlled, in accordance with the Highway Code, and does not draw undue attention.
 - a. Pupils drive directly to homes / to school, without deviation, unless specific authority has been requested by parents and acknowledged by hsms, for a particular reason.
 - e) Pupils are expected to consistently arrive to school and leave school at the correct time.
 - f) The keys are given to the hsm immediately upon arrival at school and only returned to the pupil (by the hsm or designated member of staff) shortly prior to the planned return journey. This means the vehicle is not to be used during the school day, and this applies in particular to commuting to and from games and activities, as well as to other circumstances.
 - g) The car may only be used to travel on specific pre-agreed journeys. Unless for exceptional and good reason, such journeys will typically only be permitted between home and school and vice versa at weekends (starting after 6pm on Friday evenings), exeats, half terms and the start / end of term sessions. It is important that both pupil and parent communicate alternative destinations

- to hsm's prior to any intended journey; boarding pupils and parents are reminded that flexi-weekends are designed to facilitate time at home with families as opposed to friends.
- h) The car may not be kept on school premises (and by implication, electric cars not charged in the HMO car park). Furthermore owing to the pressures on local parking places and the issues this creates, boarders must not park cars on roads which form the boundary and interior of the College campus. Boarders cars must therefore be parked **outside the perimeter** of Carlisle Road, Granville Road, Blackwater Road and College Road.
 - i) It would be most unusual for a boarder to have to carry any passengers, but exceptional cases will be looked at if there is good reason and if supporting paperwork is provided (on the driving permission form) in good time **before any planned journeys by both sets of parents involved**. To take a passenger, the young driver must have had at least two months' driving experience since passing their test (unless the passenger is a sibling from the same family).
 - j) Fully comprehensive and valid insurance must be in place for the driver and any passengers. Note also that cars will be necessarily parked on town streets for up to several weeks at a time.
 - k) All persons must wear 3 pin seat-belts.
 - l) All appropriate signing in and out procedures are followed.
 - m) **No pupil may drive home within fourteen hours of drinking alcohol.**
2. When a pupil is accompanied by a parent or an adult with delegated responsibility which has been put in writing by the parent to the hsm, in advance of the journey taking place.
 3. When a pupil is taking a driving lesson. These must be granted with the parents' (written) and hsm's prior permission prior to the suite of lessons taking place. Driving lessons are not to take place during taught lesson time or when a pupil is required for other school activities. Pupils must always sign out and in of houses on each occasion.
 4. When a pupil is taking a driving test. Every effort must be made to ensure that driving and theory tests take place out of academic time and preferably in holiday time.
 5. A pupil may drive direct to a sports fixture on Saturdays (both home and away games) and return home afterwards but may not take any other pupil passengers with them unless they are listed as a routinely authorised passenger on the previously submitted form. If they choose to come to house / College first, then they are subject to normal term-time driving regulations and must walk to-from games. If returning back to house after a Saturday match, they must hand keys into their hsm in the normal way.

Other periods and U6 Study Leave

- The same restrictions apply at weekends, exeats, half term and holidays within the immediate environs of the main College campus (within the area bordered by College Road, Blackwater Road, Granville Road, Carlisle Road). Parents are responsible for the area beyond.
- During U6 study leave, the same rules apply as throughout the school year.

Date of this policy:	January 2024
Policy drawn up by:	CWS
Date of next policy review:	January 2026
Date for publication of revised policy:	February 2026

Policy annexes:

- Driving in Term Time permission authorisation form: Day Pupils
- Driving in Term Time permission authorisation form: Boarding Pupils

References:

Internal

- Code of Behaviour policy
- College Rules
- Safeguarding and child protection policy

Driving in Term Time permission authorisation form:
Day Pupils

PART A: *To be completed by parents of pupils wishing to drive to and from College in term time*

PART B: *To be completed by the parents of pupils wishing to drive to and from College in term time and signed by the parents of pupils wishing to be carried as passengers*

PART A

Driver's Name: _____ DOB: _____ Date Driving test passed: _____

Make and model of car: _____ Reg no: _____ Colour: _____

I agree that my daughter/son _____ House: _____

- has permission to drive a motor vehicle to and from the College during term time and during exeats and will not carry any passengers.
- will abide by the rules as set down by the College (see accompanying instructions).
- I verify that there is a valid certificate of fully comprehensive insurance in force for the vehicle for my daughter/son.

..... Date _____
Signature of driver's parent or guardian

PART B – TO CARRY PASSENGERS THE DRIVER MUST HAVE AT LEAST TWO MONTHS' DRIVING EXPERIENCE

Driver's name: _____ DOB: _____ Date driving test passed: _____

Make and model of car: _____ Reg no: _____ Colour: _____

I agree that my daughter/son _____ House: _____

- has permission to drive a motor vehicle to and from the College during term time and during exeats and can carry the passengers named below.
- Permission has been granted by parents/guardians of the passengers as indicated below.
- S/he will abide by the rules as set down by the College (see accompanying instructions).
- I verify that there is a valid certificate of fully comprehensive insurance in force for the vehicle for my daughter/son which indemnifies others carried as passengers.

Name and house of passenger	(Signature of passenger's parent or guardian)
_____	_____
_____	_____
_____	_____
_____	_____

..... Date _____
Signature of driver's parent or guardian

Driving in Term Time permission authorisation form:

Boarding Pupils

Before applying for permission, careful consideration must be given by the pupil and his / her parents whether keeping a car parked and un-used on local town streets for significant periods between uses is desirable, sensible or necessary. Such a decision will relate to the proximity of the parental home to a train station as well as to parents' commitments more generally.

Additionally, it would be most unusual for a boarder to transport any passengers.

PART A: To be completed by parents of pupils wishing to drive to and from College in term time

PART B: To be completed by the parents of pupils wishing to drive to and from College in term time and signed by the parents of pupils wishing to be carried as passengers

PART A

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Make and model of car: _____ Reg no: _____ Colour: _____

I agree that my daughter/son _____ House: _____

- has permission to drive a motor vehicle to and from the College during term time and during exeats and will not carry any passengers
- will abide by the rules as set down by the College (see accompanying instructions).
- I verify that there is a valid certificate of fully comprehensive insurance in force for the vehicle for my daughter/son.

..... Date _____
Signature of driver's parent or guardian

PART B - TO CARRY PASSENGERS THE DRIVER MUST HAVE AT LEAST TWO MONTHS' DRIVING EXPERIENCE

Driver's name: _____ DOB: _____ Date driving test passed: _____

Make and model of car: _____ Reg no: _____ Colour: _____

I agree that my daughter/son _____ House: _____

- has permission to drive a motor vehicle to and from the College during term time and during exeats and can carry the passengers named below.
- Permission has been granted by parents/guardians of the passengers as indicated below.
- S/he will abide by the rules as set down by the College (see accompanying instructions).
- I verify that there is a valid certificate of fully comprehensive insurance in force for the vehicle for my daughter/son which indemnifies others carried as passengers.

Name and house of passenger	(Signature of passenger's parent or guardian)
_____	_____
_____	_____
_____	_____

..... Date _____
Signature of driver's parent or guardian