# Queenswood

# Driving Policy for Upper Sixth Students

| Issued by | Bursar/Head of Sixth Form |
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# *DRIVING POLICY FOR UPPER SIXTH STUDENTS*

1. Driving to and from school is an Upper Sixth privilege. Permission must be granted by the Head of Sixth Form and can be withdrawn at any time if the rules are not adhered to.

2. Pupils 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 pupil 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 a pupil's Houseparent. The Google Form must be completed on behalf of the driver by **a parent/guardian** before permission will be granted by the Head of Sixth Form.

4. It is the driver's responsibility to inform the Head of Sixth Form 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).

5. Pupils 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.

6. Pupils 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 **A breach of this may result in the privilege being withdrawn.**

7. If groups of pupils 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.

8. Pupils may only drive other Queenswood pupils **when the parents of both the driver and passenger have given permission** and acknowledge they are aware of how long the pupil has had a licence.

9. Pupils may not take other pupils as passengers unless their parents **and the parents of the passenger** have signed the relevant section of the Permission to be a Passenger Form. Given that driving to school is an Upper Sixth privilege, passengers should only be other Upper Sixth Pupils (or members of the driver's household if they are from other year groups).

11. It is the driver's responsibility to ensure that only pupils who are authorised to do so get into her car.

# *Google Forms to Request Permission*

1) To give permission for your daughter to drive to and from school in her own car, please complete the Google Form below

https://docs.google.com/forms/d/e/1FAIpQLSfYnjWMjMhOOV6S1bWaBf57aVl2fwgC0wEQylkzRCS0USRPBw/viewform?usp=sf_link

2) 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 (the driver's and the passenger's) 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 authorisation from the school and both sets of parents. Please complete the following Google Form.

If you wish to request that your daughter be a passenger in another pupil's car, OR if you wish to request that your daughter driver passengers in her car, please complete the Google Form below and answer the questions that are most appropriate.

https://docs.google.com/forms/d/e/1FAIpQLScXhszQAkcI1snA0AqJ5xNX--2J4dHK4AXS-e0JqnpypLUNgw/viewform?usp=sf_link