

# EASTHAMPSTEAD PARK COMMUNITY SCHOOL

## Student Use of Motor Vehicles Policy



This policy is in order to make provision for Year 11 and Sixth Form students to drive to school by motor vehicle yet sustain a safe environment for students, staff and visitors to the school.

If a student would like to park a motor vehicle on school property, he/she should:

- Speak to his/her form tutor to obtain a copy of this policy.
- The student should complete the attached contract with the vehicle details, read the conditions, sign and also obtain parents/carers' signature.
- Hand in the form to allow the Headteacher to make a decision. (Background information on the student's behaviour in school will be used to support the decision.)
- The student will be informed of the Headteacher's decision and the form will be put on file and a copy passed to the main office where a record of the registration numbers is kept.
- The student will then need to bring in a copy of their insurance, licence and tax so it can be stored on the school's records.
- If a situation occurs whereby the terms of the contract are broken, the student will no longer be allowed to bring the vehicle into school. Parents will be informed of this and the reasons why.

### **Please note**

**Permission is only granted for the vehicle identified on the contract. Use of a different vehicle is not granted and separate permission will be required, e.g. change of bike or change from bike to car.**

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<b>Reviewed:</b>	November 2016
<b>Responsibility for Implementation and Review:</b>	Finance & Property Committee
<b>Date of Next Review:</b>	Autumn 2019

## Contract – Student Use of a Motor vehicle

Name: ..... Tutor Group: .....

Registration number: .....

Vehicle Type:                      *Moped*                      *Motorbike*                      *Car*  
(Please tick as appropriate)

Model: ..... Colour: .....

I understand that being able to bring my vehicle to school is totally at the discretion of the Headteacher.

I can do so, provided I follow these conditions. I will:

- Travel at under 10mph whilst on school property
- Always wear a helmet and appropriate protective clothing. (Mopeds/Motorbikes)
- Arrive at school by 08:20 and leave after 15:20 to avoid times when the car park is very congested with vehicles and people. (Not ever to arrive in the period 08:20 – 08:35, or leave between 15:10 – 15:20)
- Drive with extreme care at all times
- Not allow any person to ride as a passenger on the vehicle (Mopeds/Motorbikes)
- Park in the pavilion car park
- Not congregate in the car park around the vehicles at any time
- Always be aware of the number of children on site, extreme vigilance is needed
- Follow The Highway Code
- Not ride intentionally into the school and out of school with other student users

**I agree to the above conditions.**

**I understand that parking my vehicle on school property is at my own risk.**

**If I do not behave responsibly, I understand that I will no longer be allowed to bring my vehicle to school.**

Signed: ..... (Student) Date: .....

Signed: ..... (Parent/Carer) Date: .....