



# HOLY TRINITY COLLEGE



## Student Car Use Policy

### College Mission Statement

**“Holy Trinity College is a Catholic Maintained school committed to high quality educational opportunities for each pupil to develop his/her unique talents to the full in a secure, caring environment”**

**Promoting: Inspiration, Innovation, Excellence**

**(Policy: September 2024)**



### **Rationale:**

The aim of this Policy is to ensure the welfare and safety of all our students and particularly those who use their own transport to come to school and park on school premises.

A **growing** number of Year 13 & 14 students pass their driving test throughout the academic year and some are privileged to have a car and choose to drive to school rather than take the school bus.

**Most young drivers are careful, safety conscious and considerate when driving, but** there remains an unacceptable level of injuries and deaths on our roads, and we are ever mindful of the comparatively low level of experience of newly qualified drivers. **Furthermore, research shows that travelling with teenage passengers constitutes an increased risk for young drivers.**

Subsequently, Holy Trinity College has procedures in place to protect our students, to protect the College from liability, to honour our duty of care and to safeguard other students, staff and visitors within the school grounds. All students are required to seek permission from the College **to drive and park their car in the College grounds**, and may not carry passengers without the College's permission, which will follow when other parental permissions are in place.

### **Safety and Security of Cars:**

All vehicles and all valuables left in cars will be left at the owner's risk. It is advised that any valuables, personal or expensive items should be secured out of sight in the boot of the car to reduce the opportunity of theft. Students bring their cars to school entirely at their own risk and the College will not be held responsible for any damage to or loss from cars.

### **School Regulations:**

For the safety and wellbeing of all members of the school community it is necessary for the College to have conditions, which must be adhered to by all students who are given permission to bring their vehicles to school:-

- All drivers must register their car and themselves as the driver [*appropriate documents to be completed*]
- To drive with the utmost care and attention at all times
- To arrive in school in time for AM registration at 8.45 am and to park only in the designated area of the staff carpark [*far left hand side over by the fence*]
- The car is not to be used throughout the school day without permission from the Head of Key Stage – Mrs Quinn. Car keys are to be handed in to Mrs Quinn on arrival to school for safekeeping during the day. Students can collect keys from her office at the end of the school day.
- Drivers may not carry passengers unless permission has been given and appropriate form signed by a Parent/Guardian
- All cars must have valid road tax and drivers must have full insurance in place
- Learner Drivers obtaining Driving Lessons from the school must organise lessons during 'study' periods. Learner Drivers must **drive with the utmost care** when they are entering and exiting the school grounds with their instructor.

**Maria, are their sanctions if a student uses their car during the day - ie leaves without permission Do you need to make it clear that students cannot use their car during lunchtime – especially on a Friday when they get out for lunch?**



Signed .....(Chairman of Board of Governors)

Signed .....(Principal)

Date .....

Board of Governors Meeting held on .....

**Next Review Date: September 2025**



**APPENDIX 1: Application for Student to Drive and Park in School Grounds**

**TO BE COMPLETED AND RETURNED TO SCHOOL**

Please read and retain the copy of the Student Car Use Policy, and the regulations detailed.

<b>STUDENT NAME</b>	
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**CAR DETAILS**

Reg. No		Make	
Model		Colour	

*\*\* if any details above change, the student must inform Head of Key Stage*

**TO BE COMPLETED BY STUDENT**

I have read fully and agree to abide by College regulations and policy on the use of personal cars.

I understand that if any of the regulations are broken, I may lose the right to park on the school grounds

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

**TO BE COMPLETED BY PARENT/GUARDIAN**

I have discussed the rules and regulations with my son/daughter and give my permission for him/her to bring his/her car to school and park on the school grounds. I have read the Student Car Use Policy and are in agreement with the conditions. Any damage caused to a car will not be the responsibility of the College.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

**SCHOOL USE ONLY**

All agreement letters have been received and permission is granted to drive and park in the school car park.

Signed \_\_\_\_\_ (HOKS 5)

Date

\_\_\_\_\_



**APPENDIX 2: Application to Carry Passengers**

**TO PARENT/GUARDIAN  
RE: CARRIAGE OF PASSENGERS**

Please list below the names of passengers you give permission to travel with your son/daughter to and from school.

**A separate form from the passenger's parents/guardians will also be required indicating their agreement to the arrangement. This must be included with the application.**

**SCHOOL USE ONLY**

NAME[S] OF PASSENGER[S]	YEAR	Agreement letter received from Parent/Guardian

I agree to my son/daughter driving the above passengers and have explained the additional responsibility carried.

\_\_\_\_\_

(Parent's Signature)

(Date)

**SCHOOL USE ONLY**

All agreement letters have been received and permission is granted to carry passengers named above.

Signed \_\_\_\_\_ (HOKS 5)

Date

\_\_\_\_\_



**APPENDIX 3: Application to be a carried passenger**

**TO PARENT/GUARDIAN  
RE: CARRIAGE OF PASSENGERS**

Please list below the names of passengers you give permission to travel with the named driver to and from school.

NAME[S] OF PASSENGERS[S]	YEAR	NAME OF DRIVER

I had read the College's Student Car Use Policy regarding driving to and from school and agree to my son/daughter being passenger(s) to a named driver.

\_\_\_\_\_

(Parent's Signature)

(Date)

**SCHOOL USE ONLY**

All agreement letters have been received and permission is granted to carry the passenger(s) named above.

Signed \_\_\_\_\_ (HOKS 5)

Date

\_\_\_\_\_