

## Newcastle upon Tyne Royal Grammar School

### Policy on students driving or travelling as passengers in a car driven by an RGS student (including school fixtures and events)

This policy applies to Sixth Form students and is published to parents. Members of staff should be aware.

Revised January 2017

Author: Bernard Trafford



The school must be careful and clear as to when it has to take some responsibility for students' car journeys, and when it doesn't. Police and policy-makers alike express concern about both newly-qualified drivers themselves and the safety of passengers in their cars. Insurance companies are increasingly taking a view on this also, so the school cannot turn a blind eye to the issues. Recent near misses involving RGS students have further demonstrated the need for us to implement this policy.

The school has no responsibility for determining how students get to and from school at the start and end of the school day, nor to or from school-organised activities in school on non-school days (weekends or holidays). However, when students are in school during the school day and when travelling from school to sports fixtures or events, with all the various ramifications that such journeys might involve, the school must take an interest and does have a responsibility. There are, for example, the twin temptations of using the car during school time and of taking passengers in cars.

This policy lays down clear guidelines, and we ask parents to understand the reasons for them and to help ensure they are followed. Any queries relating to this policy should be directed to the Headmaster.

#### Guidelines

Even if they drive to and from school, unless formal permission has been sought and granted (see following sentence) **students are not permitted to use their cars** even when legitimately leaving school premises during the day (this includes lunchtime). In the event of a student needing to do so (which may only be done with the express advance permission of the Headmaster in response to a parental request), no passengers may be taken. Similarly, RGS students may not travel in a car driven by a student from another school during the school day (including lunchtime).

Where there is the question of getting to a sports fixture or other external school event, students **will only** be given permission to use a car for journeys, subject to the rules below, to/from destinations within 40 miles of the school (i.e. an 80-mile round trip).

Students **may only** use their own car to drive to a fixture or other event if the appropriate letter from their parents has been received by the teacher in charge of the fixture/event no less than **five school days in advance of the day of the journey** confirming that the student:

- Has the parent's permission to drive themselves to/from the destination in a specific car identified by its registration number
- Holds a full UK driving licence
- Is insured to drive the vehicle stated above for that purpose
- Will not carry passengers.

It must be understood that the school's insurance **does not** cover any use of any vehicle by any student.

Furthermore, the School reserves the right, (even if consent has been given by parents), to refuse permission for the use of a student's car if a member of staff feels that the student might put him/herself or any other person at risk (e.g. because of weather conditions or length of journey).

Consent **will not** be given for a student to carry any passengers with him/her, unless there are genuine exceptional circumstances. There is good evidence that young drivers can be easily distracted by other young people travelling as passengers.

In genuinely exceptional circumstances, where parents/students feel there is good reason to carry other students as passengers to a school fixture or external event, prior written approval must be sought **at least five school days before the proposed trip** from the teacher in charge of the fixture/event who will then seek clearance from the Headmaster before granting permission subject to the following conditions:

- The driver's parents must give prior written consent for him/her to carry passengers for that one named event/fixture and confirm that both the driver and the car are insured to carry passengers for this purpose
- Each passenger's parents must also give prior written consent for their son/daughter to travel with the named driver for that one named event/fixture
- The number of passengers must not exceed the authorised capacity of the car.

**Templates for parental consent letters for a student to drive during the school day, to drive to school fixture or external event and for a student to travel as a passenger are attached to this document.**

## Consent for a student to drive during the school day

Before completing the letter below, parents please note:

- The school **does not** require your consent for your son/daughter to drive themselves (with or without passengers) between your home and school.
- The school **does** require your consent for your son/daughter to drive during the school day (they are not allowed to take passengers, however).
- The school **does** require your consent for your son/daughter to drive with or without passengers, between your home or school and any school sports fixtures (home or away) or between home and school and any location for an event arranged via RGS – there is a different permission letter for this purpose.

### The following rule also applies:

- The school reserves the right, even if you give your consent for your son/daughter to drive a car during the school day, to refuse permission for use of the student's vehicle if the school has good reason to believe that the student may put him/herself or any other person at any risk by driving (e.g. because of bad weather conditions).

**Please print off this page, complete the sections and return it to school via your son/daughter's form supervisor.**

To: The Headmaster, Royal Grammar School

### Consent to drive

I give my consent to my son/daughter

[name]..... Form.....to drive vehicle

registration number .....during the school day.

I confirm that:

- I have read and understand the rules in this document
- My son/daughter holds a full UK Driving Licence for driving a car (Class B, shown on reverse of licence)
- The vehicle to be used is insured by me or by my son/daughter for use in these circumstances (please note that some insurers regard this as business use)
- The above vehicle is to the best of my knowledge in good working order
- I understand that neither the school nor its insurers can accept any liability for any accident or loss in connection with this use.

Signed ..... Please print name .....Date .....

Approved by Headmaster	Date
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**Consent for a student to drive to a school fixture or external school event**

Before completing the letter below, parents please note:

- The school **does not** require your consent for your son/daughter to drive themselves (with or without passengers) between your home and school.
- The school **does** require your consent for your son/daughter to drive with or without passengers, between your home or school and any school sports fixtures (home or away) or between home and school and any location for an event arranged via RGS.

**The following rules also apply:**

- This letter must be received not later than **five** school days before the proposed journey
- Consent will not be granted for any journey greater than a round trip of 80 miles
- Consent will normally only be given for the driver to travel alone
- Consent will only be given for the driver to take RGS students as passengers in genuinely exceptional circumstances, where there is good reason to carry other students as passengers
- The school reserves the right, even if you give your consent for your son/daughter to drive a car in connection with a school fixture or event, to refuse permission for use of the student’s vehicle for this purpose if the teacher-in-charge of the fixture/event has good reason to believe that the student may put him/herself or any other person at any risk by driving (e.g. because of bad weather conditions).

**Please print off this page, complete the sections and send it to the teacher in charge of the relevant fixture/event**

To: The Headmaster, Royal Grammar School

**Consent to drive**

I give my consent to my son/daughter [name].....

Form.....to drive vehicle registration number .....on [date]

..... to/from [fixture/event].....

and I confirm that:

- I have read and understand the rules in this document
- My son/daughter holds a full UK Driving Licence for driving a car (Class B, shown on reverse of licence)
- The vehicle to be used is insured by me or by my son/daughter for use in these circumstances (please note that some insurers regard this as business use)
- The above vehicle is to the best of my knowledge in good working order
- I understand that neither the school nor its insurers can accept any liability for any accident or loss in connection with this use.

**[Delete if not applicable]** I also give consent for my son/daughter to carry other RGS students as passengers for the above trip provided that each of their parents has also given their written consent and confirm that my own or my son/daughter’s insurance covers such passengers.

Signed ..... Please print name .....Date .....

Approved by Headmaster	Date	Name of teacher in charge
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**Consent for a student to travel as a passenger in another student’s car to a school fixture or external school event**

Before completing the letter below, parents please note:

- The school **does not** require your consent for your son/daughter to travel as a passenger in a car driven by another RGS student between your home and school.
- The school **does** require your consent for your son/daughter to travel as a passenger in a car driven by another RGS student between home or school and any school sports fixture (whether home or away) or between home or school and any location for an event arranged by the RGS.

**The following rules apply:**

- This letter must be received not later than **five** school days before the proposed journey
- Consent will not be granted for any journey greater than a round trip of 80 miles
- Consent will only be given for the driver to take RGS students as passengers in genuine exceptional circumstances, where there is good reason to carry other students as passengers
- The school reserves the right, even if you give your consent for your son/daughter to travel as a passenger in connection with a school fixture or event, to refuse permission if the teacher-in-charge of the fixture/event has good reason to believe that the student may put him/herself or any other person at any risk (e.g. because of bad weather conditions).

**Please print off this page, complete the sections and send it to the teacher in charge of the relevant fixture/event**

To: The Headmaster, Royal Grammar School

**Consent to travel as a passenger in another student’s car**

I give my consent for my son/daughter [name].....

Form..... to travel as a passenger in a car driven by

[name].....on [date].....

to/from [fixture/event].....

and I confirm that:

- I have read and understand the rules in this document
- I understand that the students driving the car must have the consent of his/her parents to carry passengers and that his/her parents have confirmed that the car is in good working condition and insured for this purpose
- I understand that neither the school nor its insurers can accept any liability for any accident or loss in connection with this use.

Signed.....Please print name ..... Date.....

Driver consent checked	Approved by Headmaster	Date	Name of teacher in charge
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