



STUDENT DRIVING POLICY

Rationale

It is recognised many senior students may choose to travel to and from school in their own vehicles and they should view this as a **privilege and not a right**. Xavier High School is aware of the need for other students to travel in these vehicles from time to time. While most young drivers are careful, safety conscious and considerate when driving, we acknowledge that they are one of the most vulnerable road user groups. Travelling with teenage passengers adds to the risk for these young drivers. With this in mind, the School has a responsibility to take all reasonable measures to ensure the welfare and safety of students. Our **“Student Driving Policy”** outlines the circumstances where students are given permission to drive to school and the circumstances under which this permission is withdrawn.

Xavier High School recognises that:

- Students may need to drive to and from school
- At times, student drivers may need to transport other students to and from school
- There exists a duty of care for the safety and well being of student drivers and passengers.
- Safety of both driver and any passengers is of great importance.

Broad Guidelines

In implementing this policy, Xavier High School aims to:

- Impress upon students that driving a vehicle to and from school is a privilege and not a right.
- Educate student drivers of their responsibilities.
- Seek parental permission regarding the student use of vehicles.
- Monitor and keep records of student drivers and their authorised passengers.
- Follow up any breaches of guidelines associated with the policy in a prompt, fair and consistent manner.

Procedures

The Office will

- Obtain from parents/carers the names of student drivers and permissions from parents/caregivers of any authorised passengers in their student driver's vehicle.
- Comply with any State Government legislation.
- Advise parents/caregivers that the school takes no responsibility for damage to any student vehicles parked on or adjacent to School premises.
- Ensure that driver's licences are sighted and scanned for authenticity.
- Ensure that a copy of the CTP greenslip is provided.
- Invoke School disciplinary procedures if breaches of this policy occur

The Staff will:

- Monitor the use of student vehicles and passengers travelling in those vehicles via random spot checks of window passes..
- Make transport arrangements for excursions which minimises student vehicle use.



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- Report any concerns, or breaches of this policy to the appropriate House Coordinator or Assistant Principal/Principal

Student Drivers will:

Obtain written permission from their parents/carers prior to commencing driving to school:

- Provide a copy of their driver's licence to the school
- Ensure their vehicle is roadworthy and appropriately insured.
- Park in appropriate and legal parking spaces in the student car park or in the residential streets around the vicinity of the School.
- Not allow unauthorised passengers to travel in their vehicles to and from school and school activities.
- Not use their vehicles as a place for recreation or leisure.
- Follow sign in and out procedures before leaving school grounds in student vehicles during school hours.
- Drive in a responsible and lawful manner at all times, and ensure that authorised passengers travelling in the vehicle use the appropriate restraining devices.
- Be conscious of being identified as a Xavier High School student whilst driving and therefore act appropriately at all times.
- Give consideration to neighbouring residents of the School, and adhere to all road traffic rules, minimise noise and not encroach on private property at any time.
- Not access their car during the school day unless using the appropriate sign out processes.
- Advise the School of any change of vehicle and any related circumstances throughout the year.
- Display their Xavier issued authorisation card on their front dashboard while at school.
- **Unsafe driving behaviour or breaches of road rules will be reported to the police.**

Student Passengers will:

Obtain written permission from their parents/carers prior to commencing being driven to school by a student:

- Only be driven in the nominated car and by the nominated driver
- Follow all road rules related to being a passenger in a motor vehicle
- Remember that you are representing the School while travelling to and from school
- NOT distract drivers whilst they are operating a motor vehicle
- If under 12 years of age must sit in the back seat (as per NSW Law)
- Be mindful of noise when entering and exiting the car around residential streets near the School
- NOT operate the vehicle at any time

The Parents/Caregivers will:

- Provide a copy of their child's driver's licence, CTP Greenslip, vehicle registration number and type of vehicle to the School for authenticity.
- Undertake to support the School policy by ensuring their daughter/son is complying with the policy



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and associated rules and procedures.

- Provide written consent where student vehicles are to be used to transport students to school and from School.
- Seek permission from the Principal/Assistant Principal of any alternative arrangement that needs to be considered to meet individual/particular circumstances.

Basis of Discretion

The Principal/ Assistant Principal has the final decision on any interpretation of this policy

Useful links

[Flowchart PDF](#)