

St. Joseph's Grammar School

Scoil Ghramadaí Naomh Iósaef



DRIVING TO SCHOOL POLICY

2023-2024

Policy Author	Mr A Gallagher Acting Assistant Head of Sixth Form
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Date Approved by Governors	
Date of Next Review	2023

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Before a permit is provided please make sure you have the 3 following tasks completed:

		STUDENT SIGNATURE
1	PHOTOCOPY OF <u>DRIVING LICENSE</u> OR DRIVING TEST PASS CERTIFICATE	
2	PHOTOCOPY OF VALID <u>INSURANCE</u> DOCUMENT THAT IDENTIFIES YOUR NAME AS A PERMITTED DRIVER	
3	<u>DRIVER POLICY DOCUMENT READ AND SIGNED THROUGHOUT BY STUDENT AND PARENT/ GUARDIAN</u>	

PERMITS WILL ONLY BE GIVEN UPON RECEIPT OF THE THREE DOCUMENTS LISTED ABOVE

ALL STUDENT DRIVERS ARE REQUIRED TO COMPLETE A DRIVING POLICY FORM DURING EACH ACADEMIC YEAR

PLEASE MAKE SURE THAT YOU HAVE MADE A COPY OF THIS AGREEMENT FOR YOUR OWN RECORD

Rationale

This policy document has been devised to ensure all precautions have been considered, as far as is practicable, for the Sixth Form Pupils of St. Joseph's Grammar School whilst driving to and from school.

For some time now, it has been common practice in many post primary schools for students of legal driving age to drive to and from school. It appears that the number has increased considerably in recent years. It is likely that this can be attributed to a number of factors including:

- increased numbers of students completing Year 12 which has led to more students of driving age being enrolled in secondary schools
- an increase in the number of students with part-time jobs.

The number of students driving to and from school will vary from school to school depending on factors, such as the capacity to afford a car, the availability of public transport, and access to suitable parking facilities, either on the school grounds or in surrounding streets.

Most young drivers are careful, safety conscious and considerate when driving. However, they are one of the most vulnerable road user groups because of their inexperience, relatively undeveloped driving skills and a distinct pattern of behaviour relating to youth culture and lifestyle. Furthermore, research shows that travelling with teenage passengers constitutes an increased risk for young drivers. Other issues may also arise in rural areas where distance and associated fatigue may play a part.

The reality is that:

- in their first year of driving, young people are about three times more likely to be killed or injured than older, more experienced drivers
- crash risk significantly increases as the number of passengers increases.

In this context, we all have a responsibility to look at all possible ways of improving the safety and well-being of young people who attend St. Joseph's Grammar School.



St Joseph's Grammar School
Scoil Íosaef

Principal:
Mrs Geraldine Donnelly

Dear Parent/Guardian,

Re: Permission for Student to Drive to School

In advance of permission being granted for your son/daughter to take a motor vehicle to School, it is essential that you complete all details on the **Consent Form** below. Both you and your son/daughter should sign the form, acknowledging that you have read and are fully aware of all **School Rules** and sanctions that apply in relation to the taking of a motor vehicle onto School Grounds.

In particular, you are reminded that students must only park in the Chapel Car Park and must not leave the car park until school buses have left at 15:45. Failure to adhere to this rule will result in an after-school detention being issued.

Only brothers/sisters (siblings) may travel with students who have been given permission to drive to School. This applies in all cases, regardless of the time of arrival to or departure from School. Failure to adhere to this rule will result in an after-school detention being issued.

Your son/daughter must also produce his/her Driving Licence and a valid Insurance Certificate. A copy of these will be made and held securely by the Assistant Head of Sixth Form.

The conditions of the School Driving Policy may change throughout the year. All changes will be communicated with student drivers and parents/guardians via the School App. This may necessitate signing a new driving policy. An updated version of the Driving Policy will be available on the School App.

I thank you for your co-operation in this matter.

Yours sincerely,

A. Gallagher

Mr. A. Gallagher

Assistant Head of Sixth Form

58 Castlecaulfield Road,
Dungannon,
Co. Tyrone, BT70 3HE

58 Bóthar Bhaile Uí Dhonnaile,
Domhnach Mór,
Co. Thír Eoghain, BT70 3HE

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School Rules for Driving To School

 Please **initial each box** to show that you understand the school rules

DRIVING TO SCHOOL TERMS AND CONDITIONS	Please initial each box
1. Students are not permitted to take a vehicle onto School Grounds without first providing the Assistant Head of Sixth Form with all the appropriate documentation , as listed in this document. New documentation must be provided each academic year- new updated permits are issued each academic year. Failure to adhere to this rule will result in an after-school detention being issued.	
2. When appropriate documentation has been presented, the student will be issued with a Yellow Permit authorising the student to drive your vehicle to school.	
3. Only brothers/sisters (siblings) may travel with students who have been given permission to drive to School. This applies in all cases, regardless of the time of arrival to or departure from School. Failure to adhere to this rule will result in an after-school detention being issued.	
4. A student who drives to school must not arrive late i.e. after the teacher has arrived for registration nor leave early from School without good reason, written consent from their parent/guardian and authorisation from the Head of Sixth Form. Drivers arriving late on three occasions without a valid reason in writing from a parent/guardian will serve an after-school detention.	
5. Student drivers with valid permits must only park in the Chapel Car Park . Failure to adhere to this rule will result in an after-school detention being issued.	
6. Under no circumstances may a student drive a vehicle onto the Main School Grounds . Failure to adhere to this rule will result in an after-school detention being issued.	
7. Students of Collaboration subjects are strictly prohibited from using their own car to go to other campuses. The bus provided from school is to be used at all times. The SJS collaboration bus will depart from the front of the school at times outlined by the Head of Sixth Form. Failure to adhere to this rule will result in an after-school detention being issued.	
8. Any change in details pertaining to the taking of a vehicle to School must be disclosed to the Assistant Head of Sixth Form. This may include change of vehicle, insurance or driving licence details. In such cases, an updated Consent Form will have to be completed and relevant documentation provided to the Assistant Head of Sixth Form Mr A.Gallagher	
9. A student driver should take all the files/bags that he/she needs with them out of the car as they will not be permitted to visit their car during the course of the day (even at lunch times). Pupils are not to sit in their vehicle or another pupils vehicle during break or lunch times. Failure to adhere to this rule will result in an after-school detention being issued.	
10. Student drivers who are in school up to the end of the school day (15:30), must remain in the Chapel carpark until 15:45 when school buses have safely departed. Please make alternative transport arrangements should this not suit. Failure to adhere to this rule will result in an after-school detention being issued.	
11. A student who does not show due regard to the School Rules related to the taking of a vehicle to School, may have that privilege removed either definitely or indefinitely. Other sanctions may also be imposed in line with the Discipline Procedures within School.	
12. Student drivers are not permitted to park elsewhere within the village. Any issue surrounding this that has been brought to the attention of the school by local residents and/ or police will result in an after-school detention being issued.	
13. The School Rules on taking a vehicle to School apply throughout the year, including during times of School and Public Examinations.	
14. Repeat driving offences will result in a suspension.	
15. The conditions of the School Driving Policy may change throughout the year. All changes will be communicated with student drivers and parents via the school app. This may necessitate signing a new driving policy.	

Student Signature: _____

Date: _____

Parental/ Guardian Signature: _____

Date: _____



Driving Consent Form

Part A: To be completed by Parent/Guardian

Student Details

Name of Student:		DOB	
Form Teacher:		Form Class:	

Vehicle details

Make:		Model:	
Registration:		Colour:	

Passengers

I am aware that for insurance purposes and the health & safety of other pupils **my child will not be allowed to carry passengers other than siblings**. I consent to the following named siblings (brothers or sisters only) being carried.

Name of sibling	Form Class

Insurance Expiry Date	e.g. 17/08/23
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I acknowledge that I have read and am fully aware of all School Rules that apply in relation to the taking of a motor vehicle onto School Grounds.

***Parental/ Guardian Signature: _____ Date: _____

Part B: To be completed by the Student

I acknowledge that I have read and am fully aware of all School Rules that apply in relation to the taking of a motor vehicle onto School Grounds. I am also aware of the sanctions that will be enforced should I contravene any of the rules.

***Student Signature: _____ Date: _____

Part C: To be completed by the Assistant Head of Sixth Form Mr A Gallagher

I acknowledge receipt of parental consent for the above-named student to take a vehicle to School, together with the student's

Current Driving Licence A valid Insurance Certificate.

A **photocopy** of the aforementioned documents and this **consent form** will be stored securely in a locked filing cabinet. The name will be added to the Drivers Register.

Pupil issued with Yellow Card Yes No

Assistant Head of Sixth Form Signature: _____ Date: _____