



STUDENT DRIVER POLICY

PURPOSE

This policy is established to ensure the safety of all students, staff, and visitors while accommodating the needs of students who are licensed drivers. It aims to regulate the responsible use of vehicles on school premises and during school-sponsored activities.

SCOPE

This policy applies to students who hold a valid driver's licence. This policy applies to both day and boarding student drivers.

DEFINITIONS

There are no definitions arising under this Policy.

POLICY STATEMENT

The School recognises that some students will turn 18 and obtain a driver's license while they are still attending school. Some of these students will want to drive to and from school. Monivae College expects that all student drivers will adhere to requirements of this policy as well as the conditions of their licence and the road rules and will drive in a safe and responsible manner.

This policy aims to:

- **Ensure Safety:** Prioritise the safety of all students, staff, and visitors by establishing guidelines that promote responsible and cautious driving behaviour on school premises.
- **Compliance with Regulations:** Encourage and ensure compliance with local traffic laws and regulations, fostering a culture of lawful and respectful driving among student drivers.
- **Responsible Driving Conduct:** Instil a sense of responsibility and accountability in student drivers, emphasising the importance of adhering to speed limits, using seat belts, and avoiding reckless driving behaviours.
- **Accommodate Transportation Needs:** Recognise and address the transportation needs of students by allowing licensed drivers to drive to school, facilitating their access to education while maintaining a secure environment.
- **Prevent Substance Abuse:** Establish a zero-tolerance policy for the use or possession of drugs and alcohol in student vehicles on school property, contributing to a safe and drug-free educational environment.
- **Parental Involvement:** Promote communication and collaboration between the school and parents/guardians by requiring parental consent for student drivers and involving them in the resolution of any policy violations.
- **Disciplinary Framework:** Provide a clear and fair disciplinary framework for addressing violations, offering a progressive approach to corrective action while maintaining transparency and consistency.
- **Encourage Responsible Departures:** Regulate the departure of students from school premises during regular hours, ensuring that any off-campus activities are authorized by parents or guardians.

- **Promote a Positive School Environment:** Contribute to a positive and respectful school culture by fostering responsible behaviour among student drivers, thereby creating an environment conducive to learning and personal development.

1. Eligibility

- 1.1. Only students with a valid driver's licence are permitted to drive to school.
- 1.2. Students must provide a Student Driver Application Form, a copy of their driver's licence and proof of insurance to the school before being granted permission to drive to school and park on school property.
- 1.3. Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the Student Driver Application Form or Passenger Permission Form.
- 1.4. All student driver applicants will receive confirmation of their approval status.

2. Driving Conduct

- 2.1. Student drivers are required to adhere to all road rules and drive in a safe and responsible manner.
- 2.2. Adherence to the designated speed limit on school property is mandatory. Reckless driving, including speeding and dangerous manoeuvres, will result in disciplinary action. All occupants of a vehicle must wear seat belts at all times.
- 2.3. Student drivers are not permitted to carry other students (including siblings) as passengers to and from school without the written permission of their parent/guardian, the passenger's parent/guardian and approval from the School. The Passenger Permission Form must be completed and approved by the Senior School Coordinator. The school strictly enforces that, no more than one peer aged passenger should travel with the driver, in line with Graduated Licensing System (GLS) peer passenger restrictions. The GLS condition requires all P1 drivers to carry no more than one peer passengers (aged 16-22 years). Peers do not include siblings. This condition does not apply when a fully licensed driver is sitting in the front passenger seat.

3. Use of Vehicles During School Hours and After School Hours

- 3.1. Student drivers are only to use their car for travel to and from school. Student drivers are not permitted to drive from the school grounds during the day unless this has been expressly permitted in writing by the parent or guardian and approved by the Senior School Coordinator.
- 3.2. Boarding student drivers are not permitted to use their vehicle during or after school hours in any circumstances. Boarding staff will transport boarding students to and from any appointments, commitments, or activities in the school vehicle.
- 3.3. Boarding student drivers must hand their keys into the Boarding Supervisor on arrival at the School and/or into Boarding, these will be returned at the end of their boarding period; either daily (casual boarders), weekly or end of term.

4. Parking Regulations

- 4.1. All student drivers including boarding student drivers are required to park exclusively in the Chevalier Centre car park. Unauthorised parking in visitor or staff spaces is strictly prohibited.

5. Drug and Alcohol Policy

- 5.1. The use or possession of drugs or alcohol in a vehicle on school property is strictly prohibited.
- 5.2. Random searches of student vehicles may be conducted by Senior School Coordinator or school administration to ensure compliance with this policy.

6. Consequences for Violations

- 6.1. The School applies a progressive disciplinary approach to violations of this policy.
- 6.2. Depending on the severity of the offence or breach, the school has the discretion to apply any consequence appropriate to the offence or breach, this may include:
 - 6.2.1. a written warning and a meeting with the student's parent or guardian;
 - 6.2.2. suspension of driving and parking privileges for a specified period; or
 - 6.2.3. for severe violations, immediate suspension of driving and parking privileges, parental notification, and additional disciplinary action as deemed necessary.
- 6.3. Any unsafe driving behaviour or breaches of road rules will be reported to the police and trigger the severe violations consequences above.

7. Communication

- 7.1. The Senior School Coordinator will keep an electronic register of all approved student driver applications and passenger permissions. A copy of the approved student driver documentation submitted to the school will be uploaded to the admin network drive folder. Notification to the Head of Boarding will be made where applicable.
- 7.2. The School ensures that the School community is aware of this policy and its conditions. The School provides information about responsible drivers via school publications with sample extracts for school publications outlined in Appendix A.
- 7.3. All changes to this policy will be communicated to students and parents/guardians in a timely manner.
- 7.4. This policy represents a commitment to the safety and well-being of our school community. By adhering to these guidelines, we can create an environment that fosters responsible and respectful behaviour among our student drivers.

GOVERNANCE

Supporting procedures	Nil
Supporting schedules	Nil
Associated policies	Occupational Health and Safety Policy
Related Legislation	Nil
Category	School Operations and Student Administration
Approval	School Leadership Team 28.02.2024
Endorsement	Senior School Coordinator 13.12.2023
Policy Owner	Compliance and Risk Manager
Date Effective	28.02.2024
Review Date	(5 years from effective date)
Version	1.0
Content Enquiries	eguthrie@monivae.vic.edu.au

VERSION CONTROL

13.12.2023	V1.0	Initial release.
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Appendix A: Sample Extracts for School Publications

Setting the expectation for student drivers

Welfare and safety of student drivers

As is the case with many secondary colleges, more and more of our senior students are driving to and from school. While most young drivers are careful, safety conscious and considerate when driving, they are one of the most vulnerable road user groups. Travelling with teenage passengers adds to the risk for these young drivers. Victoria's Graduated Licensing System condition states that no more than one peer aged passenger (aged 16-22 years) is permitted to travel with the driver, unless the passengers are siblings of the driver. This condition does not apply when a person who is fully licensed is sitting in the front passenger seat.

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 what we expect from student drivers and copies of this may be obtained from the website or school intranet.

All forms are able to be collected from the School or via the website. All student drivers and parents/guardians are required to sign this form and return it to the school.

Students as responsible drivers in the community

Our school takes pride in maintaining a positive image within the local community. With an increasing number of our students driving to and from school, it is important that they recognise that any careless and unsafe driving reflects poorly not just on them personally but also on the school.

Members of the school community are requested to inform the school if they are aware of any students who are driving in a reckless or dangerous manner or who are not adhering to road rules.

Any reports made will be taken seriously and investigated. If student drivers have been found to put themselves and other road users at risk, appropriate sanctions will be carried out and if necessary the police notified. Concern for our students' safety and welfare are paramount and we ask that the whole school community works together to achieve this end.

Parking for students driving to school

The school is aware that a number of senior students intend to drive to school either occasionally or on a regular basis. Students and their parents/guardians need to be aware of the school's policy with regard to the parking of student cars. All student cars must be parked in the Chevalier Centre car park in accordance with the Student Drivers Policy. It is also expected that students will drive to and from school in a safe and responsible manner and adhere to road rules. If these requirements are disregarded, parents will be notified and appropriate student sanctions will apply and, if necessary, the police will also be notified.