



ST CATHERINE'S CATHOLIC COLLEGE

30-40 Combo Lane, Singleton 2330

Telephone: 02 6578 9600

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Email: admin@singleton.catholic.edu.au

ABN 79 469 343 054

STUDENT DRIVING POLICY

Responsible Officer	Assistant Principal - Welfare
Effective Date	2016
Superseded Documents	
Review Date	2019
Associated Documents	

STUDENT DRIVING POLICY

The **Student Driving Policy** is formulated in conjunction with the College Pastoral Care Policy and is designed to ensure the welfare of all members of the College community.

AIMS

- To ensure the College's duty of care is observed.
- To ensure safety for all students.
- To monitor students' travel.

IMPLEMENTATION

1. Students who obtain their driving licence and will be transporting passengers (other than siblings) to and from school in their car need to obtain a College Driver's Pass.
2. A copy of the Student Driving Policy and the Agreement Form are available from the Stage 6 Co-ordinator.
3. The Policy and Agreement Form are to be read and completed by the student and signed by the student's parent or guardian.
4. Passengers will be issued with a copy of The Student Driving Policy (except for siblings) and also need to have the driver's form signed by their parent /guardian.
5. The completed Agreement Form is returned to the Stage 6 Co-ordinator where a Driver's Pass is issued to the driver.
6. Students are NOT permitted to carry passengers without this process being followed.
7. Students are NOT to go to their car during school time (including lunch time) without first seeking permission from the Stage 6 Co-ordinator or an Assistant Principal.
8. The Driver's Pass may be issued to transport passengers on a permanent or casual basis.
9. Student drivers must agree to the conditions of issue of a Driver's Pass.
10. The Driver's Pass must be applied for each calendar year.
11. In the event of breaches of the College Driving Policy and Agreement Form, the parents of passengers and the driver will be informed.

EVALUATION

An evaluation of this Policy will occur after an appropriate period of time.



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APPENDIX A






Date: _____

DRIVING AGREEMENT FORM

In the interest of safety for all students, those students who drive cars to school must have written permission to carry passengers. Please sign the Agreement Form below and return it to the Stage 6 Student Co-ordinator as soon as possible. Please note: This form is not required for situations where the passengers are siblings.

DRIVER DECLARATION

I, _____ (please print) have read the College Student Driving Policy and agree to the following conditions:

-  I will only transport students when written permission from both driver and passenger's guardian/s is obtained.
-  I will not leave the College at lunch time or during study periods without a leave pass.
-  I will not go to my car during school hours (including lunch time) without permission.
-  I will abide by speed zones, including a 10 kph speed limit in the car park, drive in a safe manner at all times and ensure my passengers behave in an appropriate manner.
-  I will carry my Driver's Pass at all times.

Student signature: _____

Date: _____

Parent signature: _____


Date: _____

The passengers that I have permission to transport are:

Driver's Name:	Car Registration:	<input type="checkbox"/> Third Party Insurance <input type="checkbox"/> Comprehensive Insurance	Driver's parent signature:
Passengers	Passenger's parent signature	Temporary pass Permanent pass	Dates for transport
Tom Green	SAMPLE	Temporary	3-7 March 2014
Bree Halliday		Permanent	Terms 1-4 2014

Please ensure that this record is updated when any changes are made to the above information.

Upon return of this form, the driver will be issued with a pass outlining the passengers that they can carry on a permanent basis. If a passenger is for one day only a pass for that day will be issued upon receipt of the above permission form.

Name: _____ 


Date of Issue: _____

Car Registration No: _____

Permanent Passengers:

Temporary Passengers:

Issued by: _____

Name: _____ 


Date of Issue: _____

Car Registration No: _____

Permanent Passengers:

Temporary Passengers:

Issued by: _____

Name: _____ 


Date of Issue: _____

Car Registration No: _____

Permanent Passengers:

Temporary Passengers:

Issued by: _____

Name: _____ 


Date of Issue: _____

Car Registration No: _____

Permanent Passengers:

Temporary Passengers:

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Name: _____ 


Date of Issue: _____

Car Registration No: _____

Permanent Passengers:

Temporary Passengers:

Issued by: _____

Name: _____ 

Date of Issue: _____

Car Registration No: _____

Permanent Passengers:

Temporary Passengers:

Issued by: _____