



## **DRIVING TO SCHOOL POLICY**

Driving to school is a privilege extended to Year 11 & 12 students. The College views this matter as most serious and hence permission will only be granted by the Principal in conjunction with your parents.

The following information outlines the rules associated with the privilege of driving to school if your application is approved.

### **1. OBTAINING PERMISSION**

- You must complete and return this letter signed by your parents / guardian to the Year Coordinator. This acknowledges that they have read the conditions and given permission for you to drive to school.
- You must lodge the registration, make, and colour details of all the cars you may be driving.
- If you intend to convey passengers, including friends and brothers, you must have written approval from the parents of the intended passengers.
- **Supply a copy or show to the Year Coordinator your licence, registration and insurance details for each car.**

### **2. CONTINUING REQUIREMENTS**

Once permission has been granted, the student must comply with the requirements outlined below.

- Passengers limited to number of seat belts.
- **Cars must not be used during the day.**
- **The cars and the parking area are out of bounds during school day, including recess and lunch time.**
- Change of registration or additional cars must be notified.
- Full school uniform must be worn inside the car at all times.
- Students must carry the College driving permit with them when driving to school.
- Remember that you represent the College when driving to and from school. Careful and courteous driving brings credit to the College. Members of the community are likely to complain about any unacceptable behaviour. Such complaints may be referred to the local Police, complete with all relevant details.

### **3. STUDENT DRIVERS**

- You may only carry passengers for whom a permission note has been received.
- These authorised passengers are named on the approval list and appear on your permit.
- This permission is for driving to and from school only. Driving to excursions or other occasions will require the permission of the school or written parental permission.

**Failure to observe these requirements will result in loss of the privilege of driving to school.**

### **4. Checklist/Procedure**

	Obtain three page document 'Riding to School Policy'
	Read and complete various sections
	Return permission form to Year Coordinator with any necessary notes.
	Year Coordinator will issue a School Riding Permit.

\_\_\_\_\_

of Year 11 & 12, holds a (P-plate) drivers license and is permitted to drive to school.

\_\_\_\_\_  
Year Coordinator

\_\_\_\_\_  
Date

Vehicle(s): \_\_\_\_\_

Colour: \_\_\_\_\_

Rego. No: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No other student has permission to drive this vehicle without written permission of the Year Coordinator and parents. No passenger other than those listed below may travel in the car.

### **SCHOOL DRIVING RULES**

- You may not carry passengers without the proper passenger authorisation form.
- Passengers must also submit a note from their parent/guardian giving permission to travel as a passenger. This note must be given to their year Coordinator
- Cars may not be used during the day.
- Cars and the parking area are out of bounds during the school day, including the school day.
- Full school uniform must be worn at all times when driving to and from school.
- No on campus or school parking. Street parking only.



### **SCHOOL DRIVING PERMIT**

To be carried by the students  
when driving to and from school

## **PASSENGER AUTHORISATION FORM**

Complete the details below. Passengers may alternatively provide a handwritten letter from their parents giving permission to travel with the driver and this will be attached to the driver's documentation on file.

### **DRIVER DETAILS:**

NAME: \_\_\_\_\_

YEAR: \_\_\_\_\_

TUTOR GROUP: \_\_\_\_\_

### **CAR(S) DETAILS**

REGISTRATION NUMBER: \_\_\_\_\_

MAKE: \_\_\_\_\_

COLOUR: \_\_\_\_\_

### **SECOND CAR**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **PASSENGER 1:**

NAME: \_\_\_\_\_

YEAR: \_\_\_\_\_

TUTOR GROUP: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

(please print)

PARENT SIGNATURE: \_\_\_\_\_

### **PASSENGER 2:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(please print)

\_\_\_\_\_

### **PASSENGER 3:**

NAME: \_\_\_\_\_

YEAR: \_\_\_\_\_

TUTOR GROUP: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

(please print)

PARENT SIGNATURE: \_\_\_\_\_

### **PASSENGER 4:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(please print)

\_\_\_\_\_



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## DRIVING TO SCHOOL PERMISSION FORM

This form is to be completed and returned to the Year Coordinator. A Driving to School Permit will be then issued.

Student Name: \_\_\_\_\_ Tutor Class: \_\_\_\_\_

**Parents:** Please complete the following section.

I confirm that my son is legally entitled to drive a car.

I confirm that the car my son will be driving is insured and registered.

I confirm that he can only carry passengers for whom a permission notes has been received.

I acknowledge that I have read the rules and conditions and give my son permission to drive to school.

I understand that failure to observe the conditions outlined will result in the loss of my son's driving privileges.

PARENT/GUARDIAN (please print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

**Students:** Please complete the following section.

I have read the 'Driving to School Policy' I have been given and I agree to abide by the conditions stated in this policy.

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Year Coordinators:** Please complete:

I received this completed form and issued a school driving permit.

Permission notes from parents of student passengers should be stapled to this form.

Signed: \_\_\_\_\_

DATE: \_\_\_\_\_