

# Student Drivers

## Policy and Procedures



### Rationale

Capella State High School actively promotes road safety and encourages safe driving and parking practices. We have established clear expectations to support the safety and wellbeing of students and staff, and to ensure that all student drivers have the adequate permission to drive to school and to transport identified passengers in the vehicle. Students who hold a valid Queensland driver's licence and who intend to drive to school—regularly or on occasion—must understand and agree to the policies and procedures prescribed by the Department of Education and the school.

### Requirements for Students

- All students who intend to drive to school must obtain parent permission and complete and submit the *Student Driver Consent Form* on an annual basis.
- A copy of the student's Queensland driver's licence must be supplied with submission of the *Student Driver Consent Form*.
- The school office must confirm parental permission via telephone and clarify that the parent has received and read this policy.
- Students may not drive to school until they are in receipt of individual written authorisation from the principal.
- Students are permitted to park their vehicle in the Gordon Street car park.
- Student vehicles are not permitted on school grounds.
- Students are not permitted to access their vehicle during school hours.
- Students drivers who wish to transport another student (including siblings) to and from school must obtain written permission from the driver's parent and the parent of each passenger using the *Student Driver Consent Form*.
- A new *Student Driver Consent Form* must be completed for any new passengers.
- Students may not transport any student passenger until they are in receipt of individual written authorisation from the principal.
- Students must notify the school if there are any changes to the information provided on the *Student Driver Consent Form*.
- Students may not use private vehicles to drive to school excursions, functions, or events.
- At all times, student drivers and passengers must demonstrate behaviour consistent the Student Code of Conduct, available on the school website.
- Students who drive irresponsibly or disregard the school procedures stated herein, shall face disciplinary consequences per the Student Code of Conduct, as well as being reported to Queensland Police Service, if necessary. Additionally, the school may at any time determine to withdraw authorisation for a student to drive to school.

# Student Driver Registration

<p><b>Application Process</b></p> <ol style="list-style-type: none"> <li>1. The parent of the student driver must complete this form in full and present his/her licence for copying.</li> <li>2. The office will phone the parent to confirm the details on this form.</li> <li>3. The principal will review the application and provide a decision in writing.</li> <li>4. Students may not commence driving until in receipt of written approval.</li> </ol>	<b>Student Full Name</b>	
	<b>Homeroom</b>	
	<b>Address of Student</b>	
	<b>Licence Number</b>	
	<b>Car Make and Model</b>	
	<b>Vehicle Registration and Expiry Date</b>	

Passenger Transport Registration			
Passenger's Name	Relationship to Driver	Signature of Parent	Date

**I agree that:**

- I have read, understand, and agree to the *Requirements for Students* on the previous page.
- I will act entirely in compliance with the *Requirements for Students*.
- I will advise the office immediately of any changes to the information provided on this form.
- I will only drive a vehicle that conforms to the requirements and/or restrictions of my driver licence and that is roadworthy, registered, insured, and has adequate seating and seatbelts for the number of passengers transported at any one time.
- The information supplied on this form is true and correct.
- I will not drive a vehicle to or from school until I have received written approval from the principal.

Agreement		
Student's Signature	Parent's Signature	Principal's Signature
Date:	Date:	Date:

# Document Management

Date	Changes	Authorised Person
19/06/23	Amendments and leadership team approval	G. Lacaze
13/06/23	Policy development	R. Foster