

STUDENT TRAVEL POLICY

This policy is applicable to all students, staff and parents at The Wellington Academy.

DOCUMENT CONTROL

Responsible position:	Approved by:
Premises Manager	Principal
Version number:	Date approved:
1.0	Jan 2013
Review Period:	Next review date:
3 Years	Jan 2016

RELATED POLICIES AND DOCUMENTS

Policy Name	Date Issued
Health & Safety Policy	June 2013

REVISION RECORD

Date	Version	Revision Description
Jan 2013	1.0	Written in line with current legislation

INTRODUCTION

The policy relates to students who use their own transport (excluding bicycles) to come to the Academy during the day and is designed to support the Academy to:

- Identify relevant issues
- Develop appropriate policies and procedures to overcome the issues
- Enhance the welfare and safety of students and maintain the academy's positive public image

RATIONALE

When considering the context of bringing a car, moped or motorcycle on site, the Academy and all of its users have a duty to:

- Ensure the health and safety of all that use the Academy
- Respect and protect the property of both the Academy and its users
- Assess and then minimizing potential risks to which they and their property may be exposed
- Follow established criteria and guidelines

Key Factors to consider are:

- The Academy has nearly 1,000 students, 150 staff and many parents and visitors using the site
- Once authorized, liability for parking on site remains with the individual concerned
- Limited parking facilities on-site

In assessing these factors, the Academy needs to ensure the safe and legitimate driving of cars, motorbikes and mopeds whilst on site, as well as seeing that parking on site is authorized (both for students and staff) and those driving and parking on site are aware of their responsibilities and of the responsibilities of others.

Current trends

It has been common practice in many post 16 students of legal driving age to use their own transport to and from the Academy. This number has increased considerably in recent years which 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 the Academy
- Post 16 students joining the Academy from outside the normal catchment area

The number of students driving to and from Academy will vary depending on factors, such as the capacity to afford their own transport, the availability of public transport, and access to suitable parking facilities on-site.

Need to be concerned about young drivers?

Most young drivers are careful, safety conscious and considerate when driving. However, they are one of the most vulnerable road user groups due to their inexperience 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.

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

Relative to older drivers, young drivers:

- Are inexperienced (which research shows is the single most important risk factor)
- Have poorly developed cognitive and perceptual skills
- Have a tendency to drive more often and for longer distances in all conditions
- Believe that their level of driving skill is much greater than it actually is
- Have a belief in their own invincibility that results in a tendency to take more risks, including a propensity not to wear seat belts and to speed
- Have less well developed hazard-detection skills
- Often drive for reasons of sensation seeking
- Many young drivers rationalise their risk-taking by talking down or avoiding talking about the possible outcomes, and blaming outside factors for their driving indiscretions
- Travelling with teenage passengers constitutes one of the greatest risks for young drivers and, the more passengers, the greater the risk
- The fatal crash risk is increased five times when two or more passengers are carried
- The increased risk with passengers present is greatest when young male passengers accompany young male drivers and is thought to be largely the result of distraction and increased risk taking
- Friends and peers are generally a negative influence on the behaviour of young drivers, particularly young male drivers as it is thought there is an increased tendency by the young driver to take risks in response to peer pressure
- Distractions caused by social interaction among peers are likely to play a role in increasing driver inattentiveness
- The mere physical presence of a 16-24 year old passenger is more likely to stimulate the driver to engage in risky and anti-social behaviour

In this context, we all have a responsibility to look at all possible ways of improving the safety and well-being of our students.

Students are not permitted under any circumstances to transport other students in private cars in connection with any Academy activity or function whether held during normal Academy hours or at other times.

While it is clear that students who drive to the Academy are not permitted, even with the permission of a parent/guardian, to transport other students to an Academy activity or function, carrying student passengers to and/or from the Academy daily is a separate issue (see appendix A).

The following check-list is to be used:

- Requirements regarding parent/guardian permission for a student to drive to Academy
- Contracts or agreements required to be signed by student drivers (appendix B)
- Processes and documentation regarding any registration of car details
- Requirements relating to the parking of student cars (appendix C)
- The use of vehicles during the Academy day
- Are there any days when students are not permitted to park in the Academy grounds
- Requirements regarding student drivers carrying other students to and from the Academy
- Expectations regarding driver behaviour when travelling to and from the Academy
- Communication strategies that will be used to ensure drivers, passengers and parents are aware of the Academy policy and requirements

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

Members of the Academy community are requested to inform the Academy 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 Academy community works together to achieve this end.

The Academy will allow the riding and parking of motorcycles and mopeds on its site within the designated parking areas being the cycle area near the Applied Learning Centre II. In terms of safety, the Academy does not permit any of its students below sixth form to arrive on site via moped or motorcycle.

Academy requirements for use of own transport by students:

1. Students are required to adhere to the site speed limit of 5 mph and all road rules, driving in a safe and responsible manner
2. Student drivers must have provided a signed 'Parent Permission and Student Agreement' form confirming the make and registration details of the vehicle **before** using it on site
3. If the application is successful a parking permit will be received which must be clearly displayed in the registered vehicle. There is no financial charge for the parking permit
4. Students are only to use their own transport for travelling to and from Academy, **not** around Academy grounds during the day
5. Students may only park in the designated student parking area, the Applied Learning Centre II
6. Students are not permitted to carry student passengers to and from Academy without the written permission of their and the passenger's parent/guardian. If granted, the driver must have fully comprehensive insurance in place and provide proof to the Premises Manager
7. The Academy takes no responsibility for damage to cars, mopeds or motorcycles whilst on the Academy grounds
8. If any of the above requirements are not followed, the student will have an appropriate sanction applied which may include but is not restricted to; a warning, removal of a strike, withdrawal of the student's right to park at the Academy

BOARDERS

Boarders are not allowed cars, motorcycles or mopeds on-site.

Boarders are not allowed to be passengers in cars driven by students or use other student's mopeds without parental consent and permission being granted by the Director of Boarding.

How does a student gain permission to bring a car, moped or motorcycle on site?

The following steps need to be followed prior to being granted permission to drive a car and park on site:-

- 1 Approach the Head of Sixth Form indicating a desire to use a car, moped or motorcycle to attend the Academy
- 2 Complete an application form and sign the declaration at the bottom of the form
- 3 Produce the documentation requested on the form
- 4 Present the form together with an insurance certificate, MOT if appropriate and driving licence to the Head of Sixth Form in order that the form can be counter-signed
- 5 Present the counter-signed form and associated documents to the Premises Manager who will retain a copy on file
- 6 Obtain a parking pass
- 7 Inform both the Director of Sixth Form and the Premises Manager of any changes in the car, moped or motorcycle

DRIVING TO AND FROM THE ACADEMY BY CAR

We would like to remind students that the Academy does not permit students, once at the Academy, to transport other students in their cars. This also applies to Academy activities and functions.

Students who fail to meet these obligations will be required to hand their car keys to the Principal/Head of 6th Form or Premises Manager and car parking privileges will be revoked.

APPENDIX A

LETTER TO PARENTS OF DRIVERS AND PASSENGERS

Dear Parent/Guardian

A number of our Post 16 Academy students are driving or intend to drive to the Academy this year and some have indicated that they intend to carry another student as a passenger.

_____ has indicated that he/she intends to drive to Academy/will be a passenger of another student who is driving to Academy.

Despite the fact that most young drivers try to be careful, safety conscious and considerate when driving, research clearly shows that they are at a higher risk of having a serious crash than older, more experienced drivers.

The presence of young passengers also greatly increases the risk for teenage drivers and, the more passengers, the greater the risk.

It is important that all students and their parents/guardians are aware of these risks and the type of behaviour that the Academy expects from student drivers.

Copies of the Academy policy on student drivers and the Parent Permission and Student Agreement Form are attached.

The policy outlines the Academy's expectations and provides information regarding the transport of passengers. Of particular note is that student drivers are not permitted to carry other students as passengers to and from Academy without the written permission of their parent/guardian and the passenger's parent/guardian.

Unless there are exceptional circumstances no more than one passenger is permitted to travel with the driver. This is based on research that shows that young drivers carrying several passengers are more likely to engage in risk taking behaviour.

To ensure that all involved are aware of these requirements, student drivers and a parent/guardian and, where appropriate, a parent/guardian of any passengers, are required to sign a Parent Permission and Student Agreement Form.

The form must be signed and returned prior to students using the designated parking area.

These requirements are intended to ensure the welfare and safety of students and maintain a positive image of the Academy within the local community.

Yours sincerely

Head of 6th Form

APPENDIX B

PARENT PERMISSION AND STUDENT AGREEMENT FORM

This form must be completed by any student who intends to drive to Academy either occasionally or regularly.

Student Name:

Vehicle: Car / Moped / Motorbike (*circle appropriate*)

Make:

Colour:

Registration Number:

The form must be accompanied with both parts of the driving licence (originals), a copy of the insurance certificate for the vehicle and MOT certificate where necessary. It is the student's responsibility to ensure that upon renewal copies are passed to the Premises Manager. Copies of all documentation will be held by the Academy.

Note: If the student intends to drive another vehicle other than the one registered on this form, it must also be registered with the Academy.

Parent Permission

I give permission for _____ to drive to Academy and take the passenger indicated on this form. I am aware of the Academy requirements regarding students driving to Academy.

Signature of Parent/Guardian: _____

Date: _____

Parent/Guardian of Passenger

I give permission for _____ to be driven to and from Academy by _____. I am aware of the Academy requirements regarding students driving to Academy.

Signature of Parent/Guardian: _____

Date: _____

Student

I agree to adhere to the Academy requirements regarding students driving a vehicle to the Academy.

Signature of Student: _____

Date: _____

APPENDIX C

ACADEMY PARKING PERMISSION FORM

This form must be completed and lodged at the Premises Office prior to an Academy Parking Permit being issued.

Student

Student Name: _____

Student Signature: _____ Date: _____

Parent

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

In signing this we accept all conditions outlined in the Academy's Student Driver Policy

Description of Vehicle

Registration Number: _____ Colour: _____

Make: _____

Note: If the student intends to drive any car, moped or motorcycle other than the one registered on this form, it must also be registered with the Academy.

Academy Approval

Approved By: _____

Signature: _____ Date: _____