

# STUDENTS DRIVING TO SCHOOL

**GUIDELINES FOR MANAGING STUDENT  
DRIVERS AND THEIR PASSENGERS**



**SDERA**  
SCHOOL DRUG EDUCATION & ROAD AWARE

*Helping to keep young people safer*

# SCHOOL DRUG EDUCATION AND ROAD AWARE

**School Drug Education and Road Aware (SDERA) is the State's strategy to provide drug and road safety education to all Western Australian schools and early childhood services.**

**SDERA is funded by the Road Trauma Trust Account and the Drug and Alcohol Office.**

**SDERA is endorsed and supported by the Department of Education, Catholic Education Office WA and the Association of Independent Schools of WA.**



*Helping to keep young people safer*

151 Royal Street  
East Perth Western Australia 6004

E-mail: [sdera.co@education.wa.edu.au](mailto:sdera.co@education.wa.edu.au)

Phone: (08) 9264 4743

Facsimile: (08) 9264 4903

**[www.sdera.org.au](http://www.sdera.org.au)**

## A MESSAGE FROM THE ROAD SAFETY COUNCIL



Dear Principals

With an increasing number of students driving to and from school, and the ever present risks faced by young people in the traffic environment, there is a compelling need for parents and caregivers, students and staff to understand the traffic management and safety procedures in and around their school.

This resource, *Students Driving to School* has been developed by School Drug Education and Road Aware (SDERA) and is available for all public and private secondary schools in Western Australia.

This resource provides a range of support materials and templates that can be adopted and modified by schools that may choose to develop policy, guidelines and procedures for managing student drivers and their passengers.

I encourage you to integrate the suggested student driver procedures and guidelines into your existing school policies, and to also implement the *Keys for Life Pre-driver education* program which is managed by SDERA. *Keys for Life* is an award winning, best practice program for Year 10 to 12 students and is the education component of the *Towards Zero Road Safety Strategy* for Western Australia 2008-2020.

On behalf of the Road Safety Council, I thank you for playing a part in the safety and education of young road users in Western Australia.

A handwritten signature in dark ink, which appears to read 'M. Lampard'. The signature is fluid and cursive, with a large initial 'M'.

**PROFESSOR MURRAY LAMPARD**

INDEPENDENT CHAIRPERSON, ROAD SAFETY COUNCIL WA

# CONTENTS

Young drivers	4
Scooters, mopeds and motorcycles	4
Whole-school approach to road safety education	5
Considerations when developing <i>Student Driver Guidelines</i>	6
Student drivers	8
<i>Keys for Life Pre-driver Education Program</i>	9
<i>Keys for Life Parent Workshop</i>	10
<i>Keys for Life Pre-driver Education Promotional Flyer</i>	11
<i>Keys for Life Parent Workshop Promotional Flyer</i>	12
Useful websites	13
Samples and Templates	14
1.1 Sample: Student Driver Guidelines (for schools who allow student parking on school grounds)	15
1.2 Sample: Student Driver Guidelines	16
1.3 Sample: Letter to Parents of Student Drivers and Passengers	17
1.4 Sample: Parent Permission and Student Agreement Form	18
1.5 Sample: Student Driver Agreement Form	19
1.6 Sample: Passenger Permission Form	20
1.7 Sample: Vehicle Parking Permission Form	21
1.8 Template: Vehicle Parking Permit	22
1.9 Sample: Student Driver Guidelines (for schools that do not allow student parking within the grounds)	23
1.10 Sample: Entry for Student Diaries	24
1.11 Sample: Newsletter Snippets	25-27

## **Riders of motorcycles, scooters and mopeds**

This publication refers to drivers however, as many young people are now choosing to ride motorcycles, scooters and mopeds, the Guidelines are still applicable to this group and should be read with these riders in mind.

**Note:** The use of 'parent' in this publication also refers to guardians and/or carers of students.



# YOUNG DRIVERS

Most young people are careful, safety conscious and responsible when driving. Despite this, we know that in their first two years of driving independently on P plates, young people are at a much greater risk of being involved in an accident than more experienced drivers, particularly with passengers in the vehicle. This is often due to their limited on-road experience and developing driving skills. Other factors such as travelling long distances fatigued, distractions by passengers, and a busy social lifestyle, can all increase risks for young drivers and their passengers.

In this context, and with an increase in the number of students driving to and from school, their vehicles and issues related to carrying student passengers can create changes in the school and immediate environment in terms of safety, duty of care, student behaviour, parking and traffic management.

Schools traffic management procedures should aim to keep students, staff and visitors safe within the school grounds and in the area immediately around their school. The support material in this resource will assist schools to develop a management plan for student drivers and their passengers, and also create a culture of safety, respect and responsibility in relation to student drivers.

Schools should also consider implementing the *Keys for Life Pre-driver education* program to reinforce road safety messages (refer to page 9 and 10).

## SCOOTERS, MOPEDS AND MOTORCYCLES

As it is likely that some students will ride scooters, moped or motorcycles to school, staff need to be aware that young riders are statistically at greater risk of being involved in an accident. Information about the use of protective clothing and motorcycle helmets should be made available to students who ride these vehicles.



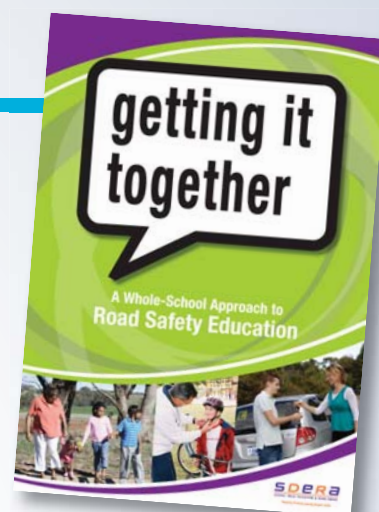
**DRIVING WITH A CAR FULL OF PEER PASSENGERS CAN INCREASE THE FATAL CRASH RISK BY FOUR TIMES COMPARED WITH DRIVING ALONE. AS THE NUMBER OF PEER PASSENGERS INCREASES, SO DOES THE FATAL CRASH RISK.**

# WHOLE-SCHOOL APPROACH TO ROAD SAFETY EDUCATION

For the wellbeing of students and staff, schools are advised to consider a comprehensive approach to road safety and driver education that involves: curriculum focused programs; strategies for informing and engaging parents; utilising agencies; and developing an environment in the school where safety is a focus.

This whole-school approach can be captured in *School Road Safety Guidelines* that have been developed using the SDERA resource, *Getting it Together: A whole-school approach to road safety education* which was distributed to all schools in 2009 and is also available as a PDF on the SDERA website.

*School Road Safety Guidelines* should also include information about how the school is managing and educating student drivers and their passengers.



## CURRICULUM

- Implement road safety and driver education programs using SDERA's curriculum resources such as *Keys for Life pre-driver education*, *Licensed* and *Challenges and Choices* for Year 7 to 10.
- All staff delivering *Keys for Life* attend a free SDERA professional development workshop.

## PARENTS AND COMMUNITY

- Involve and inform parents/carers by distributing the *School Road Safety Guidelines*, a *Let's practise* booklet and fact sheets about young drivers and riders provided in the *Keys for Life* resource, and newsletter items.
- Host a *Keys for Life Parent Workshop* to equip parents with the knowledge and skills to supervise their teenager during the learning to drive phase of the licensing system. This workshop is offered free of charge to all schools and is delivered by the RAC in metropolitan areas and SDERA consultants located in 11 regional areas.

## ETHOS AND ENVIRONMENT

- Review related school policies and procedures.
- Plan and promote safety by developing *Student Driver Guidelines* using the materials included in this resource.
- Include information about student drivers and their passengers in induction packages and on the school website.



# CONSIDERATIONS WHEN DEVELOPING STUDENT DRIVER GUIDELINES

While schools are able to develop Guidelines that reflect their school community and local issues, it is recommended that the following checklist be used to ensure that the Guidelines are comprehensive and include instructions and parameters for student drivers and their passengers.

## IT IS RECOMMENDED THAT YOUR GUIDELINES INCLUDE:

- 1** Requirements, where relevant, regarding parent permission for students to drive to and from school.  
*Is there a formal requirement? If so, what form will it take? (Refer to Parent Permission and Student Agreement Form page 18)*
- 2** Requirements regarding parent permission for a student driver to carry student passengers and/or siblings.  
*Will the school require permission to be obtained from the parents/guardians of the driver and/or passengers? What form will this take? (Refer to Parent Permission and Student Agreement Form page 18 or Passenger Permission Form form page 20.) Does the vehicle have the appropriate restraints for children up to 7 years of age?*
- 3** Requirements regarding parent permission for a student to travel in a vehicle driven by a student. (Refer to Passenger Permission Form page 20.)
- 4** Agreements required to be signed by student drivers and their parents.
- 5** Agreements required to be signed by student passengers.  
*Is there a formal requirement? If so what form will it take? What will be covered by the content of the agreement?*
- 6** The use of student vehicles during the day.  
*Will students be permitted to access or use their vehicle during the day? If so, for what purpose/s will students be allowed to access/use their vehicle during the day? How will the approval process work?*



---

7

The use of student vehicles to school events.

*Will students be permitted to drive to school events during school hours/outside school hours? Will students be permitted to transport other students to school events during school hours/outside school hours?*

---

8

Expectations regarding student driver behaviour when travelling to and from school.

*How will students and their parents be informed of the driving behaviour expected by the school community? Will the school enforce sanctions if student driver behaviour is unsafe or illegal?*

---

9

Expectations regarding student vehicle condition and roadworthiness.

*Will the school advise parents/authorities if a vehicle appears unroadworthy? Will the school insist that student vehicles are comprehensively insured?*

---

10

Requirements relating to the parking of student vehicles.

*Will a separate parking area be made available and designated for students on campus? Will students be permitted to share the staff parking area? Under what conditions can students use the staff parking area? Will students be required to display documentation/parking permit in the vehicle to show that permission has been given to park in the designated parking area or staff parking area? Will students be required to inform the school and register vehicle details if they are parking off the school grounds? (Refer to Vehicle Parking Permission Form page 21 and Vehicle Parking Permit page 22.)*

---

11

Communication strategies that will be used to ensure the school community are aware of the Guidelines and requirements. (Refer to Sample Entry for Student Diaries page 24 and Sample Newsletter Snippets pages 25 to 27.)

*Use a range of strategies such as inserts in newsletters, school diary and school handbook; information sessions and year level meetings for students and their parents; and letters to parents/guardians.*

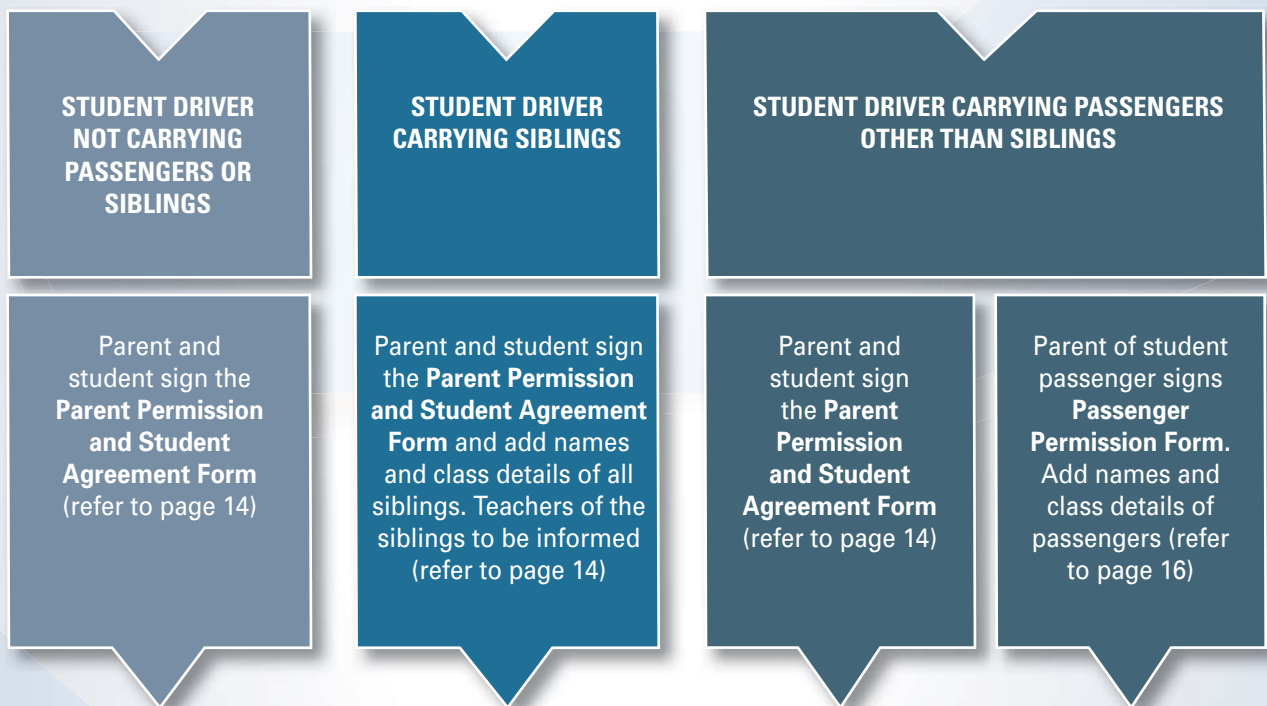
---



# STUDENT DRIVERS

The following process for ensuring the welfare and safety of the driver and the passengers they may transport to school is suggested.

This process could be included in your *Student Driver Guidelines*.



**SCHOOL PROCESSES THE FORMS AND KEEPS A RECORD.**

# KEYS FOR LIFE

## PRE-DRIVER EDUCATION PROGRAM

**SDERA offers the *Keys for Life* Pre-driver Education program to all Western Australian schools with a Year 10 to 12 student cohort.**

This award winning program aims to increase students' understanding of young driver issues, and encourages young people to consider a range of topics related to driving such as the WA Licensing System, buying and insuring a vehicle, trip planning, and negotiating driving lessons with a supervisor. Students who participate in a school-based program are eligible to sit the Learner's Permit Test at school, and also receive a discount on the fee attached to the Learner's Permit.

*Keys for Life* can also be offered as an endorsed program. Refer to the School Curriculum and Standards Authority website [www.scsa.wa.edu.au](http://www.scsa.wa.edu.au) for more information..

For more information on how your school can offer students the *Keys for Life* program contact SDERA on (08) 9264 4743 or email [sdera.co@education.wa.edu.au](mailto:sdera.co@education.wa.edu.au)



**THE AWARD WINNING  
KEYS FOR LIFE PRE-DRIVER  
EDUCATION PROGRAM AIMS  
TO INCREASE STUDENTS'  
UNDERSTANDING OF  
YOUNG DRIVER ISSUES,  
AND ENCOURAGES YOUNG  
PEOPLE TO CONSIDER A  
RANGE OF TOPICS RELATED  
TO DRIVING.**



# KEYS FOR LIFE PARENT WORKSHOP

**A *Keys for Life* Parent Workshop is available for parents of young people who are learning to drive.**

This 60 minute workshop is delivered by the RAC in the metropolitan area and by SDERA consultants in regional areas. Year 10, 11 and 12 students, and their parents, are invited to come along and find out more about the WA Licensing System and the number of hours of driving practice required for L plate drivers; how to have a driving lesson where everyone remains calm and enjoys the experience; and the stages to focus on when teaching a young person to drive.



For information on how you can book a *Keys for Life* Parent Workshop at your school contact SDERA on (08) 9264 4743 or [sdera.co@education.wa.edu.au](mailto:sdera.co@education.wa.edu.au)

Registrations for metropolitan *Keys for Life* parent workshops can be made online at <http://rac.com.au/Motoring/Learn-to-drive/Learn-to-drive-register.aspx> (RAC Community Education) or phone (08) 9436 4471.







## Pre-driver education

**Help a young person to become a safer driver and start their licence at school ... the journey begins.**



*Keys for Life* is an award winning school road safety program for pre-drivers and learner drivers aged 15 to 18 years.

Students learn about the importance of supervised driving practice, safer driving skills and how to get a licence.

*Keys for Life* is available for students in all Western Australian schools.

Contact SDERA to find out how staff can run this program in your school using free *Keys for Life* resources, and attend a professional learning workshop with all costs covered.

Students who participate in *Keys for Life* will:

- Earn credit for their Western Australian Certificate of Education (WACE)
- Receive free resources
- Be eligible to sit the Learner's Permit Test and receive a reduction on the Learner's Permit fee.

**Prepare your students for a lifetime of safer driving.**

**SDERA**  
SCHOOL DRUG EDUCATION & ROAD AWARE

*Helping to keep young people safer*

For more information contact

**School Drug Education and Road Aware**

Phone: 9264 4743 | Email: [sdera.co@education.wa.edu.au](mailto:sdera.co@education.wa.edu.au)

[www.sdera.org.au](http://www.sdera.org.au)



# Keys for Life

## Teaching someone to drive ...are you ready?

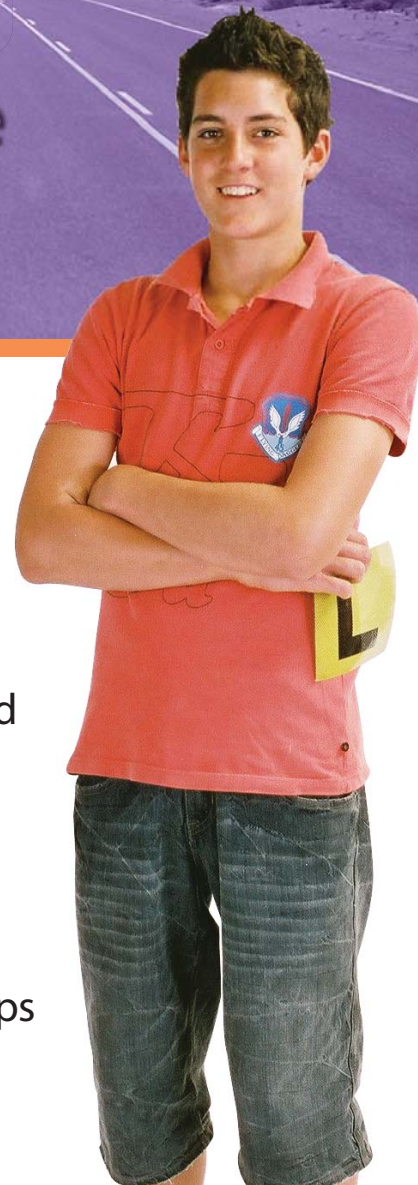
### Keys for Life: A workshop for parents and young people

Teaching someone to drive and learning to drive are important, practical and challenging tasks.

The free 1-hour *Keys for Life* workshop is for parents and young people who are about to start or have already started the learning to drive journey.

Workshops are run at schools by the RAC and SDERA.

Metropolitan workshops can be booked through the RAC (9436 4471). For information on regional workshops contact SDERA (9264 4743) or to talk to a consultant in your area find their details at [www.sdera.org.au](http://www.sdera.org.au).



- Receive tips on teaching a young person to drive.
- Learn about the WA Licensing System.
- Gain important information about how to handle stressful situations and avoid common crashes.

**More driving practice will keep young drivers safer on the road.**

# USEFUL WEBSITES

These websites provide information to address the issue of student drivers and riders within the context of a comprehensive whole-school approach.

Information for students, staff and parents about driver education	
<i>Keys for Life</i> pre-driver education resource (SDERA)	<a href="http://www.det.wa.edu.au/sdera/detcms/navigation/for-schools/resources/keys-for-life/">http://www.det.wa.edu.au/sdera/detcms/navigation/for-schools/resources/keys-for-life/</a>
<i>Keys4Life Online</i> resource (SDERA)	<a href="http://www.det.wa.edu.au/sdera/detcms/navigation/for-schools/resources/keys4life-online/">http://www.det.wa.edu.au/sdera/detcms/navigation/for-schools/resources/keys4life-online/</a>
<i>Keys for Life</i> professional development for school staff (SDERA)	<a href="http://www.det.wa.edu.au/sdera/detcms/navigation/for-schools/register/?oid=MultiPartArticle-id-14148082">http://www.det.wa.edu.au/sdera/detcms/navigation/for-schools/register/?oid=MultiPartArticle-id-14148082</a>
<i>Keys for Life</i> Parent workshop (SDERA)	<a href="http://www.det.wa.edu.au/sdera/detcms/navigation/for-parents/road-safety-education/?page=3&amp;tab=Main#toc5">http://www.det.wa.edu.au/sdera/detcms/navigation/for-parents/road-safety-education/?page=3&amp;tab=Main#toc5</a>
Learning to drive	<a href="http://rac.com.au/Motoring/Learn-to-drive.aspx">http://rac.com.au/Motoring/Learn-to-drive.aspx</a>
Teaching someone to drive	<a href="https://keys2drive.com.au/teaching.aspx">https://keys2drive.com.au/teaching.aspx</a>
Resilient Drivers Program	<a href="http://rac.com.au/About-Us/Community/Community-education/For-schools.aspx">http://rac.com.au/About-Us/Community/Community-education/For-schools.aspx</a>
Information about driving, riding, licensing and road safety	
<i>Drive Safe</i> handbook – a guide to safe driving and the road rules in WA	<a href="http://www.transport.wa.gov.au/licensing/20425.asp">http://www.transport.wa.gov.au/licensing/20425.asp</a> (Department of Transport)
<i>Ride Safe</i> handbook – a guide to the road rules	<a href="http://www.transport.wa.gov.au/licensing/23230.asp">http://www.transport.wa.gov.au/licensing/23230.asp</a> (Department of Transport)
Driving a car	<a href="http://www.transport.wa.gov.au/licensing/20653.asp">http://www.transport.wa.gov.au/licensing/20653.asp</a> (Department of Transport)
Riding a moped or motorcycle	<a href="http://www.transport.wa.gov.au/licensing/20398.asp">http://www.transport.wa.gov.au/licensing/20398.asp</a> (Department of Transport)
Road rules and penalties (Office of Road safety)	
(Office of Road Safety)	<a href="http://www.ors.wa.gov.au/Road-Safety-Topics/Road-Issues/Road-Rules-and-Penalties">http://www.ors.wa.gov.au/Road-Safety-Topics/Road-Issues/Road-Rules-and-Penalties</a>
Buying and using safer cars (Office of Road Safety)	
(Office of Road Safety)	<a href="http://www.ors.wa.gov.au/Road-Safety-Topics/Road-Issues/Vehicles">http://www.ors.wa.gov.au/Road-Safety-Topics/Road-Issues/Vehicles</a> (Office of Road Safety)
(RAC)	<a href="http://rac.com.au/About-Us/Community/Road-safety/Safe-vehicles.aspx">http://rac.com.au/About-Us/Community/Road-safety/Safe-vehicles.aspx</a>
Drink driving, drug driving, speeding and other road safety issues	
(Office of Road Safety)	<a href="http://www.ors.wa.gov.au/Road-Safety-Topics/Road-Issues/Drink-Driving">http://www.ors.wa.gov.au/Road-Safety-Topics/Road-Issues/Drink-Driving</a>
Workplace road safety	
(Office of Road Safety)	<a href="http://www.ors.wa.gov.au/Road-Safety-Topics/Road-Users/Workplaces-Partners">http://www.ors.wa.gov.au/Road-Safety-Topics/Road-Users/Workplaces-Partners</a>
Information about traffic flow and traffic management	
Road Safety Around Schools - Schools' Edition (WA Local Government Association RoadWise)	<a href="http://www.roadwise.asn.au/resources/resources/schools/SchoolsguidelinesS">http://www.roadwise.asn.au/resources/resources/schools/SchoolsguidelinesS</a>

# SAMPLE MATERIALS AND TEMPLATES

Sample materials included in this resource have been developed to help schools when developing their *Student Driver Guidelines*. A range of templates that can be used by schools to create their guidelines, agreements and forms to support the implementation and management of student drivers and their passengers is provided.

The templates are provided as Word documents. This will allow schools to add their own logos and relevant information such as staff contact names and phone numbers. The templates can also be modified to suit the requirements of a school.

## SCHOOL LOGO

**STUDENTS DRIVING TO SCHOOL**

Dear Parent/Guardian

A number of our senior school students are already driving or intend to drive to school this year. Some of these students have indicated that they intend to carry another student as a passenger.

\_\_\_\_\_ has indicated that he/she intends to drive to school / will be \_\_\_\_\_.

Despite the fact that my research clearly shows experienced drivers.

The presence of young passengers, the greater the risk to the safety of the vehicle and the passengers.

It is important that all students are aware of the school's Policy on Student Drivers and the consequences of driving to school without a valid permit.

Copies of the school's Form, Student Driver Agreement, and the Parent/Guardian Permission Form, are available from the school office.

The Guidelines outline the requirements for students who wish to drive to school. It is the responsibility of the parent/guardian to ensure that their child is fit to drive and that they are aware of the school's Policy on Student Drivers.

Unless there are exceptional circumstances, the school will not accept a student who is not a full, valid, and current driver. This is based on the fact that the school is not responsible for the safety of the student or the passengers.

To ensure that all risks are covered, the school requires that the parent/guardian sign the Parent/Guardian Permission Form.

The form must be signed by the parent/guardian and the student.

These requirements are outlined in the school's Policy on Student Drivers.

Yours sincerely,

<School contact name>

## SCHOOL LOGO

Any student of legal driving age who intends to drive to and from the school, either on a regular basis or occasionally, must comply with the Student Driver Guidelines and is required to complete the Parent Permission and Student Agreement Form, Vehicle Parking Permission Form and if necessary, ensure the Passenger Form also completed.

This form is to be completed and signed by:

- The parent/guardian of the student driver or other adult
- The student driver or driver.

**PARENT /GUARDIAN PERMISSION**

I/we give permission for \_\_\_\_\_ (student name) to drive to school. He/she will drive the following vehicle(s): \_\_\_\_\_

Make/Model: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN PERMISSION FOR STUDENT TO DRIVE TO SCHOOL WITH STUDENT PASSENGER.**

My son/daughter \_\_\_\_\_ (student name) has my permission to carry the following passengers (include address) in this registered vehicle(s), provided these students have written permission from their parent/guardian.

Student name: \_\_\_\_\_

If more than one (1) passenger, details need to be listed on the reverse of this form and the express permission of the Principal is to be sought and to be given before the ferrying of passengers may commence.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\* I am aware of the Student Driver Guidelines.

**STUDENT DRIVER AGREEMENT**

I agree to adhere to the Student Driver Guidelines regarding students driving to school, and carrying passengers.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL TO COMPLETE THIS SECTION**

Approved By: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: A photocopy of the student's current driver's licence must be attached to this form.

**STUDENTS DRIVING TO SCHOOL  
CAN ALSO BE DOWNLOADED  
FROM SDERA'S WEBSITE AT  
[www.sdera.org.au](http://www.sdera.org.au)**



# SCHOOL LOGO

## STUDENT DRIVER GUIDELINES

Any student of legal driving age who intends to drive to and from the school, either on a regular basis or occasionally, must comply with the Student Driver Guidelines and is required to complete the Parent Permission and Student Agreement Form, Vehicle Parking Permission Form and if necessary, ensure the Passenger Permission Form is also completed.

1. Students are required to adhere to all road rules and drive in a safe and responsible manner.
2. Student vehicles must be deemed to be roadworthy, licensed and comprehensively insured at all times. P-plates must be displayed at all times.
3. Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the Parent Permission and Student Agreement Form.
4. Students are to only use their vehicle for travelling to and from school. Students are not permitted under any circumstances to drive from the school grounds during the day.
5. Students cannot drive their vehicle to school until the Vehicle Parking Permission Form has been lodged and processed by Administration. If the application is successful a Vehicle Parking Permit will be issued. There is no financial charge for the parking permit.
6. A Vehicle Parking Permit must be displayed on the dashboard of the vehicle. Students must park only in the designated parking areas and not in other areas of the school. (Motorcycles, scooters and mopeds are not required to display the permit.)
7. The school takes no responsibility for damage to vehicles whilst on or in the vicinity of the school grounds.
8. Students are not permitted to carry other students as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian. The school has a policy that, unless there are exceptional circumstances, no more than one passenger should travel with the driver.
9. Students are required to notify the school of any passenger who may be travelling with them to and from school. Passengers must lodge a Passenger Permission Form with Administration.
10. Any unsafe driving or riding behaviour or breaches of the road rules will be reported to the Police.
11. Students must notify the school if their licence is suspended or cancelled.

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; after school detention; suspension; or withdrawal of the student's right to park at the school.



# SCHOOL LOGO

## STUDENT DRIVER GUIDELINES

It is the policy of this school to control the use of vehicles by students during school hours (8:00am to 4:00pm).

We believe that we act with the full support of parents in controlling the use of vehicles and accordingly we seek parent support in the following requirements.

1. Any student with a current and valid licence may drive a vehicle to and from school provided the appropriate form outlining parental consent (Parent Permission and Student Agreement Form) has been received by the Principal and consent is given. The consent is valid for 12 months from February each year.
2. (OPTIONAL) We will provide parking space for students' vehicles if space is available. We will advise from time to time what space is available, depending on building programmes, etc. Students must park in the designated space in the grounds and display a Vehicle Parking Permit at all times, or alternatively park outside the grounds. Motorbikes, scooters and mopeds are exempt from displaying the permit.
3. Students' vehicles may not be used for any purpose other than to drive to and from school. Vehicles may not be used for driving to any organised activity during school hours, such as excursions or sport. If the student must use their vehicle during school hours for a private reason, a note of parental consent on the day will be required.
4. Students are not permitted to travel as passengers in a motor vehicle unless the appropriate form outlining parental consent (Passenger Permission Form) has been received by the Principal. The consent will be valid for the period nominated, and/or only the particular driver(s) nominated.

It is our practice to advise parents should we learn of any breach of the above requirements.

# SCHOOL LOGO

## STUDENTS DRIVING TO SCHOOL

Dear Parent/Guardian

A number of our senior school students are already driving or intend to drive to school this year. Some of these students have indicated that they intend to carry another student as a passenger.

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

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 accident 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 school expects from student drivers.

Copies of the school's Student Driver Guidelines and the Parent Permission and Student Agreement Form, Student Driver Agreement Form and Vehicle Parking Permission Form are attached.

The Guidelines outline the school's expectations and provide information regarding the transportation of passengers. Of particular note is that student drivers are not permitted to carry other students as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian. A Passenger Permission Form needs to be completed and lodged with Administration.

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 school within the local community.

Yours sincerely

<School contact name and date>

# SCHOOL LOGO

## PARENT PERMISSION AND STUDENT AGREEMENT FORM

This form is to be completed and signed by:

- The parent/guardian of the student driver or rider; and
- The student driver or rider.

### PARENT/GUARDIAN PERMISSION

I/We give permission for \_\_\_\_\_ (student name)  
to drive to school. He/she will drive the following vehicle(s):

Make/Model: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT/GUARDIAN PERMISSION FOR STUDENT TO DRIVE TO SCHOOL WITH STUDENT PASSENGER

My son/daughter \_\_\_\_\_ (student name)  
has my permission to carry the following passengers (include siblings) in the registered vehicle(s), provided  
these students have written permission from their parent/guardian.

Student name: \_\_\_\_\_

*If more than one (1) passenger, details need to be listed on the reverse of this form and the express permission of the Principal  
is to be sought and to be given before the ferrying of passengers may commence.*

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\* I am aware of the Student Driver Guidelines.

### STUDENT DRIVER AGREEMENT

I agree to adhere to the Student Driver Guidelines regarding students driving to school, and carrying  
passengers.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

### SCHOOL TO COMPLETE THIS SECTION

Approved By \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: A photocopy of the student's current driver's licence must be attached to this form.**

# SCHOOL LOGO

## STUDENT DRIVER AGREEMENT FORM

**This form must be completed and signed by the student driver or rider.**

I agree to adhere to the Student Driver Guidelines regarding students driving or riding to school and carrying passengers.

### *Vehicle details*

Make/Model: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

### SCHOOL TO COMPLETE THIS SECTION

Approved By \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: A photocopy of the student's current driver's licence must be attached to this form.**



# SCHOOL LOGO

## PASSENGER PERMISSION FORM

This form must be completed by a parent/guardian of any student intending to travel to and/or from school as a passenger of a student driver of this school.

### I give permission for:

Student Passenger Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Emergency Contact details \_\_\_\_\_

Class Teacher \_\_\_\_\_

### To travel with:

Student Driver Name \_\_\_\_\_

**We accept all conditions as detailed in the school's Student Driver Guidelines.**

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Passenger Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### SCHOOL TO COMPLETE THIS SECTION

Approved By \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# SCHOOL LOGO

## VEHICLE PARKING PERMISSION FORM

This form must be completed and  
lodged with the Principal prior to a  
Vehicle Parking Permit being issued.

### Student

Student Name .....

Student Signature ..... Date .....

### Parent/guardian

Parent/guardian Name .....

Parent/guardian Signature ..... Date .....

\*\* In signing this form, we accept all conditions outlined in the school's Student Driver Guidelines.

### Description of Vehicle

Vehicle Registration Number ..... Colour .....

Make and model of Vehicle .....

Vehicle Registration Number ..... Colour .....

Make and model of Vehicle .....

Note: The student must register all vehicles that he/she intends to drive to school on this form.

### SCHOOL TO COMPLETE THIS SECTION

Approved By .....

Signature ..... Date .....

**SCHOOL LOGO**

**VEHICLE PARKING  
PERMIT**

Valid from 00/00/00 to 00/00/00.

Name of student \_\_\_\_\_ Year/Form \_\_\_\_\_

Vehicle registration \_\_\_\_\_

**SCHOOL LOGO**

**VEHICLE PARKING  
PERMIT**

Valid from 00/00/00 to 00/00/00.

Name of student \_\_\_\_\_ Year/Form \_\_\_\_\_

Vehicle registration \_\_\_\_\_

**SCHOOL LOGO**

**VEHICLE PARKING  
PERMIT**

Valid from 00/00/00 to 00/00/00.

Name of student \_\_\_\_\_ Year/Form \_\_\_\_\_

Vehicle registration \_\_\_\_\_

**SCHOOL LOGO**

**VEHICLE PARKING  
PERMIT**

Valid from 00/00/00 to 00/00/00.

Name of student \_\_\_\_\_ Year/Form \_\_\_\_\_

Vehicle registration \_\_\_\_\_

# SCHOOL LOGO

## STUDENT DRIVER GUIDELINES

The Guidelines outline the requirements for student drivers, their parents/carers and passengers.

1. Any student of legal driving age who intends to drive to school, either on a regular basis or occasionally, must comply with the Student Driver Guidelines.
2. Student vehicles must be deemed to be roadworthy, licensed and comprehensively insured at all times. P-plates must be displayed at all times.
3. Student drivers and their parents/carers are required to complete a Parent Permission and Student Agreement Form and lodge this form with Administration. If the application is successful the student may commence driving their vehicle to and from school.
4. Students are to only use their vehicle for travelling to and from school. Students are not permitted under any circumstances to drive from the school grounds during the day.
5. Passengers, who intend to travel with a student driver either on a regular basis or occasionally, must complete or lodge a Passenger Permission Form with Administration.
6. Students are not permitted to carry other students as passengers to and from school without a Passenger Permission Form being completed and lodged by their parent and the passenger's parent. The school has a policy that, unless there are exceptional circumstances, no more than one passenger should travel with the driver.
7. Students are required to adhere to all road rules and drive in a safe and responsible manner.
8. Students are to only use their vehicle for travelling to and from school. Students are not permitted to go to their vehicle during the school day.
9. The school does not have space available for student parking. Consequently no student is permitted to park their vehicle within the school grounds.
10. Under no circumstances can students, once at school, transport other students in their vehicles when travelling to and from any school program or event.
11. If any of these requirements are disregarded, the student will have an appropriate sanction applied which may include, but is not restricted to, a warning, after school detention or suspension. The student's parents will be notified and appropriate student sanctions will apply.
12. If the school becomes aware that a student driver has broken road rules or driven in an unsafe or irresponsible manner, the Police may be notified.



## STUDENT DIARIES

---

### To protect the safety and welfare of all students:

Any student of legal driving age who intends to drive to school, either on a regular basis or occasionally, must comply with the Student Driver Guidelines.

Student vehicles must be deemed to be roadworthy, licensed and comprehensively insured at all times. P-plates must be displayed at all times.

You will adhere to road rules and drive in a safe and responsible manner.

You are not permitted to drive other students to and from any school program or an event with permission from the passenger's parent/guardian and with approval from the school.

You are not permitted to driver other students to and from school without the parent/guardian of those students completing the Passenger Permission Form and approval from the school.

You must not accept an offer of a ride to or from school from another student unless the Passenger Permission Form has been completed.

---

### If you are driving to and from school:

Students are required to adhere to all road rules and drive in a safe and responsible manner.

Students are not permitted to carry other students as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian. The school has a policy that, unless there are exceptional circumstances, no more than one passenger should travel with the driver.

You must complete the Vehicle Parking Permission Form and have this approved by the school.

You are only permitted to park in the designated parking area.

You must not drive your vehicle to an excursion or function without approval by the school.

Vehicles are parked at the owner's own risk and no damage will be covered by the school.

## **SAMPLE NEWSLETTER SNIPPETS**

### **Welfare and safety of student drivers**

As is the case with many secondary schools, 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 peer passengers adds to the risk for these young drivers.

With this in mind, the school has a responsibility to take all reasonable measures to ensure the welfare and safety of students. Our Student Driver Guidelines outline what we expect from student drivers at our school. A copy of the Guidelines is available at the office, on the website, and from the Senior School Coordinator.

A Parent Permission and Student Agreement Form can also be collected from the Coordinator, office or downloaded from our website. All student drivers and their parents/guardians are required to sign this form and return it to school for approval by the Principal.

### **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.

### **Driving to and from school sport and events**

An increasing number of our students are driving to and from school and in some cases, are carrying other students as passengers.

We would like to remind students that our school does not permit students, once at school, to transport other students in their cars. This applies to school programs such as sport, activities and events.

### **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 guidelines with regard to the parking of student vehicles.

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/guardians will be notified and appropriate student sanctions will apply and, if necessary, the police will also be notified.

### **Student Driver Guidelines**

As more and more students are driving to school, the school has a responsibility to take all reasonable measures to ensure the safety and welfare of students. While we know that most young drivers are responsible and do make good decisions about their own safety and the safety of others, they are one of the most vulnerable road user groups. Travelling with teenage passengers adds to the risk for the young drivers.

Our Student Driver Guidelines outline what our school expects of students drivers and their passengers. A copy of the Guidelines can be obtained from (name of person).

All student drivers and their parents/guardians must complete and sign the form and return it to school. The Principal must approve the request before a student can commence driving to school and/or transporting passengers.

## SAMPLE NEWSLETTER SNIPPETS

### **Responsible drivers**

If you are driving a vehicle on the road you need to be a responsible driver. There are many lives that can be affected when you sit behind the wheel of your car. Being responsible means driving with care and consideration for other road users, complying with the road rules and taking care of your vehicle.

Our school community encourages and promotes safer road user behaviour. Student drivers who behave in an illegal or irresponsible way will be in breach of our school's Guidelines for Student Drivers.

### **Student parking**

Students who have completed a Parent Permission and Student Agreement Form, and have been given approval by the Principal, need to be aware of the school's guidelines with regard to parking their vehicles on school grounds.

Vehicles can only be parked in the bays or areas allocated to student drivers. Bays designated to handicapped drivers must not be used by student drivers, unless their vehicle displays an ACROD permit.

If these rules are disregarded, parents/guardians will be notified and the Principal may revoke the student driver's parking privileges.

### **Driving to and from school functions**

A number of students are driving to and from school and in some cases are carrying other students as passengers.

We would like to remind students that once at school, they are not permitted to transport other students in their vehicle to school events or functions without permission by the school and/or their parents.

### **Speeding**

The school speed limit is 8km/h. Students exceeding this limit will be issued a warning for the first offence. A second offence will result in parking privileges being suspended.

### **Passengers**

No student is to transport other students in his/her vehicle during school hours unless that student has a valid pass to leave school grounds and that student's parent has full knowledge of that fact. Students under 7 years of age, being transported by a student driver, must be seated in an approved child car restraint.

### **Music**

When entering or leaving school grounds, music systems should not be played at a level where they can be heard in any classroom or at a level deemed inappropriate by school staff. Written warnings will be issued and may be followed by suspension of parking privileges.

### **Horn honking**

Any driver honking his/her horn for any reason other than imminent danger will be issued a written warning followed by a possible suspension of parking privileges. In certain instances, the police may be informed.

### **Reckless driving**

Students should drive slowly and carefully within and near the school grounds. Reckless driving is a serious offence. For any actions observed by school staff which create a danger to pedestrians or other vehicles parked or operated on school property (these may include screeching of tyres, failure to stop or give way to pedestrians, and failure to observe common sense of traffic safety), written warnings will be issued followed by possible suspension of parking privileges. In certain instances, the police may be informed. Note: Extra caution should be exercised before school and after school when there are increased numbers of student, staff and parent pedestrians.

## **SAMPLE NEWSLETTER SNIPPETS**

### **Student drivers**

Students are allowed to drive to school as matter of privilege, not of right. Students must register their vehicles by completing a Vehicle Parking Permission form (available in the administration office) to be registered to park. Students must register or re-register their vehicle(s) each school year and must park in the student parking area.

### **Pedestrians have the right of way**

While travelling through school grounds, drivers must travel at the designated speed and always give way to pedestrians.

### **Parking**

Students who have completed the appropriate forms will be issued with a parking permit which must be clearly displayed on their vehicle at all times. Vehicles parked in the school grounds must be parked in designated parking spaces. Any student who parks in an undesignated area or a no-parking zone will be issued with a written warning followed by a possible suspension.

Drivers must respect the vehicle parking bays designated for handicapped as well as those areas reserved to allow for fire apparatus in cases of emergency.

### **Driving with peer passengers**

Did you know that if your son/daughter drives with a car full of peer passengers, it increases their fatal crash risk by four times compared with driving alone? Discuss with your P plate driver the importance of being a responsible driver. When your son/daughter is a passenger with a P plate driver, he/she should avoid engaging the driver in distracting conversations or by using mobile phones. Discuss the possibility of your son/daughter not getting rides from peers especially if there are going to be other peer passengers in the car.