

## *St Bede's College Boarding House Transport Procedure*

### **Objectives:**

*To ensure the safety of any boarding student who either has a vehicle at the boarding house or who is to be a passenger in a vehicle.*

*To ensure that staff members are provided with information to make decisions in the best interests of student safety.*

### **Guidelines for students with vehicles:**

*Students in Year 12 and 13 may bring a vehicle to St Bede's Boarding House only after a contract is signed by parents, the Director of Boarding and student.*

*A car contract for any student will specify:*

*Where the car must be parked on the boarding house grounds.*

*The purposes (if any) for which the car may be used whilst at the boarding house.*

*Which students (if any) have permission to travel as a passenger in the vehicle.*

*That nobody else drives the vehicle.*

*All students hand in their keys to a staff member on arrival who will secure them in the Wearmouth Office. Year 13 students will have access to their keys for agreed uses and other legitimate reasons at either of the Director of Boarding or Deputy Rectors discretion.*

*Contracts will be easily accessible to staff members. These are stored in the Wearmouth and Main Boarding Office.*

*Students not abiding by the conditions of their contracts may face disciplinary action, including the withdrawal of the privilege of bringing a car to the boarding house, or possible exclusion from the boarding house.*

*All students driving a vehicle must be in a 'fit state' to drive. 'Fit state' can be defined as free from the influence of alcohol and drugs, prescription medicines, physical and emotional injury. Boarding staff must be informed by parents, other staff and students, and the student themselves, if there is a potential risk that may result in the driver being not fit to operate a vehicle. In this instance any staff may refuse the student the right to operate a vehicle until such time where they are deemed to be in a 'fit state'.*

### **Guidelines for students travelling as passengers:**

*The Boarding house will send out permission slips for each student at the start of the year.*

*Permission may be reviewed during the course of the year.*

*Permission information will be easily accessible to staff.*

*Students not abiding by the permission given may face disciplinary action.*

### **Liability**

*No responsibility is taken by Boarding House staff or the Board of Proprietors, for any damage or theft involving vehicles at the Boarding School. Whether such damage or theft occurs at the boarding house or some other place, nor is any responsibility taken for damage caused by the*

*vehicle or its occupants to third parties and their property.*

*Vehicles are permitted on the grounds of St Bede's College Boarding House on the agreement of the owner that they will accept full responsibility for the vehicle and will abide by this Transport Procedure.*

*Appropriate insurance should be sought by the vehicle owner and drivers to cover all eventualities.*

*The Boarding house cannot take responsibility for the use of any vehicle to be used by the student that is located off boarding house property. Misuse of such a vehicle however, could lead to disciplinary action if it impinges upon the safe running of the boarding house.*

*Date procedure reviewed: January 2018*

*Signed:*

*Date of next review: January 2019*