Student Name:_____

Bay Number: _____

2027 STUDENT MOTOR VEHICLE PROCEDURE

Boarding students may bring a vehicle to the College for the purposes of weekend/holiday leave as a convenience to parents. Day students may bring a vehicle on site to assist with daily travel to and from school.

Students who do not have a driver's licence but would like to work on a motor vehicle during Automotive class may also bring a vehicle to the College for this purpose. Special permission on a day-by-day basis from Mr Campbell (Automotive Instructor), must be obtained before doing so.

Regardless of the intended use, before a motor vehicle is to be brought onto college grounds, this form must be signed by the student, parent, and Head of Residence and be on file in the Administration Office.

Once this form is completed and permission is approved, students will be given a parking permit and allocated a parking bay, from that point on they may bring their vehicle onsite.

Student Signature: ……Date: ……..

Parent/Guardian Name: …….

Parent/Guardian Signature: ……Date: ……..

Head of Residence: ……Date: …….

Drivers licence No: ……

Registration: ……

BAY No: ……

Expectations regarding driving a vehicle are on the back of the page. Please read.

Expectations

Vehicles are only to be driven by the student for the purposes of weekend and holiday leave for boarders or daily transport to and from the College in the case of day students.

Students Vehicles are to be reverse parked in their allocated parking bay so that departures are safer at peak times.

Students returning to site must report to the Administration Office immediately upon arrival and sign in through the Reach system prior to driving to their designated car park.

Keys **must** be handed into Administration once the vehicle is parked. No spare keys may be kept by the student

Vehicles are not permitted to be driven around to the rear of the dorms to prevent damage to the reticulation system and the lawns.

Failure to comply with these procedures will result in sanctions being applied which will involve a change of status. A change of status will impact on a student's ability to have a vehicle onsite for a period of time.

Vehicles owned by boarders are not to be used during the week or at the weekend for any social reasons or private purposes apart from legitimate medical or family reasons approved by the Principal, Deputy Principal or Head of Residence.

If passengers are to be transported in a boarder's vehicle, parents of the passenger and driver must contact the college in writing before permission is given. **Students on "P" Plates can only transport one passenger to and from the College.** Special authority may be gained for additional passengers for family or geographic reasons.

Passengers must be picked up and dropped off at the front of Administration.

Only the student authorised to bring the vehicle on site can drive the vehicle.

Vehicles must be driven at all times with consideration for other road users, in a responsible manner and within the assigned speed limits.

Vehicle to be locked at all times whilst on site. In the event of a suspicion that a student might be bringing banned items on site, the student vehicle may be searched as per College Handbook process.

Parents must notify the College using Reach each time the vehicle is to be driven except in the case of day students who are assumed to have authority from parents to use their vehicles daily.

Where staff have a reasonable suspicion of students involved with illegal substances or banned items, Student vehicles will be searched.

All care will be taken of student vehicles, but the College cannot accept any responsibility for damage done to any vehicle whilst on site.

Any student who does not abide by the expectations will lose the privilege of having their vehicle at the College.