



**The Montessori School Kingsley Inc.**

**STUDENT DRIVER POLICY**



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**1. VERSION MANAGEMENT**

<b>Version</b>	<b>Date Published/Reviewed</b>	<b>Changes</b>	<b>Author</b>	<b>Date Ratified by School Board</b>
1	27/07/2020	Student Driver Policy	Administration	
2	2025	Reviewed and Benchmarked	Principal	19/8/2025

## 2. INTENT

The intent of the updated Student Driver Policy (**Policy**) is to establish clear guidelines for students driving vehicles to and from the School, ensuring the safety and wellbeing of all members of the School community.

This Policy aims to:

- Promote responsible driving behaviour among student drivers.
- Identify and authorise students permitted to drive to the School premises.
- Monitor the safety of student vehicles on school grounds and manage associated risks.
- Fulfil duty of care obligations to all students.
- Establish procedures for student passengers and promote their safety.
- Maintain the positive image of the School in the community.
- Ensure awareness among the School and parents regarding students' modes of transport.

By implementing this Policy, the School aims to foster a culture of responsible driving among students, uphold its duty of care, and strengthen collaboration between the School and parents in promoting safe driving practices.

## 3. ORGANISATIONAL SCOPE

Applies to all students, parents/guardians, and staff of the School. It covers students who drive to school, their passengers, and outlines safety measures.

## 4. DEFINITIONS

TERM	DEFINITION
Dissemination	The act of distributing or communicating the Student Driver Policy to all relevant stakeholders, including students, parents/guardians, and staff members, to ensure awareness and understanding of the guidelines.
Liability	The legal responsibility or obligation for the consequences of one's actions, in this case, referring to the School's disclaimer of responsibility for personal injury or damage to vehicles, people, or property.
P-Plates	Plates or stickers displayed on vehicles driven by probationary drivers to indicate their status to other road users.
Road Rules	Reference to road rules means all items listed in clause 7.5 below, including any other legislation or rules applicable in Western Australia.
Roadworthy	A vehicle that meets the safety standards and requirements set by law and is deemed suitable for driving on public roads.
School	The Montessori School Kingsley.

## **5. POLICY CONTENT**

### **5.1 Principles**

- 1.** Students are expected to demonstrate grace and courtesy as road users by driving with care, consideration, and respect for others. This includes following all road rules, ensuring their vehicle is roadworthy, appropriately licensed and insured, and clearly displaying P-plates when required.
- 2.** Student vehicles must be deemed to be roadworthy, licensed and comprehensively insured at all times, and 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 to drive from the School grounds during the day. Should exceptional circumstances arise, joint authorisation must be received by a parent and staff member.
- 5.** Students cannot drive their vehicle to school until all the relevant forms have been signed and approved by the School.
- 6.** Students must park only in the designated parking areas and not in other areas of the School.
- 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 the School Office.
- 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; suspension; or withdrawal of the student's right to park at the School.

## 6. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this Policy, the following positions are responsible for:

ROLE	RESPONSIBILITY
<b>Parents/Guardians</b>	<ul style="list-style-type: none"> <li>• Provide consent and signatures on the Parent Permission and Student Agreement Form for their child to drive to and from school or transport other students as passengers.</li> <li>• Ensure their child's vehicle is roadworthy, licensed, and comprehensively insured, with P-plates displayed as required.</li> <li>• Grant written permission for their child to carry passengers to and from school, following the guidelines outlined by the school.</li> <li>• Understand their responsibility to inform the school of any changes to their child's license status or vehicle ownership.</li> </ul>
<b>Policy Owner</b>	<p>The Policy Owner, the School Board, is responsible for the cyclical review and approval of this Policy.</p>
<b>School Office</b>	<ul style="list-style-type: none"> <li>• Review and approve all necessary forms related to student driving, including the Parent Permission and Student Agreement Form and Passenger Permission Form.</li> <li>• Enforce the Policy and impose appropriate sanctions for non-compliance, in accordance with the school's disciplinary procedures.</li> <li>• Disseminate any changes or updates to the Student Driver Policy to all relevant stakeholders, including students, parents/guardians, and staff.</li> <li>• Provide support and guidance to students and parents/guardians regarding the requirements and expectations outlined in the Policy.</li> <li>• Ensure that adequate supervision and monitoring measures are in place to promote compliance with the Policy and ensure the safety of all students.</li> </ul>

<b>Students</b>	<ul style="list-style-type: none"><li>• Adhere to all road rules and drive in a safe and responsible manner.</li><li>• Ensure their vehicle is roadworthy, licensed, and comprehensively insured, with P-plates displayed at all times.</li><li>• Obtain necessary parental/guardian consent and signatures on the Parent Permission and Student Agreement Form before driving to school or transporting passengers.</li><li>• Use their vehicle solely for travelling to and from school, refraining from driving from the School grounds during the day.</li><li>• Park only in designated parking areas and not in unauthorised locations on school premises.</li><li>• Notify the school of any passengers travelling with them to and from school, ensuring passengers have submitted a Passenger Permission Form.</li><li>• Report any changes to their license status, such as suspension or cancellation, to the School promptly.</li><li>• Understand that failure to comply with the Policy may result in sanctions, including warnings, suspension, or withdrawal of parking privileges.</li></ul>
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## **7. RELATED DOCUMENTS**

### **7.1 Policies that are relevant to the operation of this Policy are as follows:**

- Enrolment Policy
- Attendance and Lateness Policy

### **7.2 Procedures that are relevant to the operation of this Policy are as follows:**

- Enrolment and Resignation Procedures

### **7.3 Internal documents that are relevant to the operation of this Policy are as follows:**

- Student Code of Conduct
- Community Code of Conduct
- Parent Permission and Student Agreement Form
- Passenger Permission Form
- Student Driver Agreement
- Student Driver Policy – Letter to Parents

### **7.4 External documents that are relevant to the operation of this Policy are as follows:**

- School Education Act 1999
- School Drug Education and Road Aware (SDERA) – Students Driving to School

**7.5 Websites that are relevant to the operation of this Policy are as follows:**

- <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/keys4life-online/>
- <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-parents/road-safety-education/?page=3&tab=Main#toc5>
- <http://rac.com.au/Motoring/Learn-to-drive.aspx>
- <https://keys2drive.com.au/teaching.aspx>
- <http://rac.com.au/About-Us/Community/Community-education/For-schools.asp>
- <http://www.transport.wa.gov.au/licensing/20425.asp>
- <http://www.transport.wa.gov.au/licensing/23230.asp>
- <http://www.transport.wa.gov.au/licensing/20653.asp>
- <http://www.transport.wa.gov.au/licensing/20398.asp>
- <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/Vehicles>
- <http://rac.com.au/About-Us/Community/Road-safety/Safe-vehicles.aspx>
- <http://www.ors.wa.gov.au/Road-Safety-Topics/Road-Issues/Drink-Driving>
- <http://www.ors.wa.gov.au/Road-Safety-Topics/Road-Users/Workplaces-Partners>
- <http://www.roadwise.asn.au/resources/resources/schools/SchoolsguidelinesS>
- <https://www.transport.wa.gov.au/red-plate-one-mate>