



**St Paul's**  
COLLEGIATE SCHOOL

77 Hukaruni Road Private Bag 3069  
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New Zealand  
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2020

Dear Parents/Guardians

**Use of Vehicle**

Your son/daughter has expressed an interest in obtaining a school driving permit. In order for this to occur we require written application on the attached from.

The framework within which a student may use a vehicle as a pupil at St Paul's Collegiate is contained in the regulations on the reverse of the application. We would appreciate your support in the implementation of these regulations. Areas of particular concern are the carrying of passengers; the use of vehicles during the school day; and peer pressure to which student drivers are sometimes subjected.

Where the student has the intention to provide transport for another student to and from school written permission is required on the application from both sets of parents.

In order that the issuing of permits for Term 1 can be expedited in a timely manner we seek applications be made by Friday 14 February 2020, and submitted with the relevant copy paperwork (ie a copy of the driver's licence and defensive driving certificate).

If spaces available the school will review further applications on the second to last Monday of each term to enable permits to be processed and issued by end of each term. These applications need to be handed into Reception by 8.30am that Monday to be considered.

Yours sincerely

**AINSLEY ROBSON**  
Associate Headmaster



1. All students must comply with MOT regulations at all times.
2. Unless accompanied by a parent, students need a School Driving Permit to drive a vehicle to and from school. The driving permit request must be made in writing by the parent, including a completed Driving Permit Application and a copy of the student's driving licence. All permits require the approval of the Deputy Headmaster. Upon receipt of the permit, it must be displayed in a clearly visible manner at all times.  
  
The School will only consider the issue of a driving permit to students who hold a *restricted licence* and have attended a *defensive driving course*, or students who hold a *full car licence* and are a:
  - Year 13 student
  - Year 12 boarding student (for Term 4 only)
  - Year 12 day student that lives further than 6km from the school.Where parking spaces are limited, preference will be given to those who live furthest from the school.
3. Any vehicle driven to school by a student must be registered on a School Driving Permit. Any changes must be advised in writing by the parent within one week.
4. Permission to carry passengers is necessary, and parents of both the driving student and the passenger must sign the application.
5. Any vehicle brought to school is done so under the following rules:
  - a) The vehicle must be parked in the designated car park only.
  - b) Vehicles are parked at the owner's risk.
  - c) Vehicles may only be parked in the staff/administration carpark after 5.30pm.
  - d) Vehicles must not be parked outside the school grounds.
  - e) Students must enter and exit the grounds using only the main gate on Hukanui Road (not the St Paul's Road or Casper Street entrances).
6. Students are not to use their vehicles during school hours without prior written permission from a parent and subsequent approval by the Housemaster. To leave the grounds in a vehicle during school hours the permission slip from the Housemaster must be presented at Reception and the gate book signed.
7. Infringement of these rules may result in the cancellation of the Driving Permit.

AINSLEY ROBSON

Deputy Headmaster



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**DAY STUDENT DRIVING PERMIT APPLICATION**

|  |                   |             |  |  |  |            |    |
|--|-------------------|-------------|--|--|--|------------|----|
| Full Name                                  |                   |             |  |  |  |            |    |
| Driver's Licence No                        |                   | House       |  | Year Level   |  | Office use |    |
| Type of Driver's Licence                   | <b>RESTRICTED</b> | <b>FULL</b> |  | Permit Number  |  |            |    |
| Is a copy of the driver's licence attached | YES               | NO          |  | If on a Restricted, is a copy of the defensive driving certificate attached? |  | YES        | NO |

**Details of vehicle/s:**

|    | Make   | Model | Type      | Year | Colour | Number Plate |
|----|--------|-------|-----------|------|--------|--------------|
| 1. | Toyota | Yaris | Hatchback | 2008 | White  | EB7389       |
| 2. |        |       |           |      |        |              |
| 3. |        |       |           |      |        |              |
| 4. |        |       |           |      |        |              |

**Named Passengers:**

A parent of each passenger must complete a line below. This must be actioned prior to the driver's parent signing at the bottom of the page.

| Passenger Name | Name                | Signature           | Date |
|----------------|---------------------|---------------------|------|
|                | Parent of Passenger | Parent of Passenger |      |
|                |                     |                     |      |
|                |                     |                     |      |
|                |                     |                     |      |

In submitting this form the student acknowledges that they have read and understood, and will abide by the school driving regulations (overleaf). Written notification (signed by a parent) of any change must be communicated to the School immediately.

**Signatures**

|                  |  |      |  |
|------------------|--|------|--|
| Driver           |  | Date |  |
| Parent of Driver |  |      |  |

Please return this completed form to the School Receptionist

Approved  
**AINSLEY ROBSON**  
Deputy Headmaster

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