

USE OF VEHICLES BY BOARDERS

PERMITS

1. **Year 13** boarders who want a vehicle at school must apply to the Associate Headmaster for a Driving Permit. Applications are considered on a case-by-case basis: whether a permit is issued will depend on the reason for the request and the availability of suitable parking. Year 13 boarders who hold a RESTRICTED licence will NOT have an application approved unless they have successfully completed a recognised defensive driving course.
2. If the Housemaster supports a request by a Year 13 boarder for a Driving Permit, the boarder must submit the following documentation at the School Reception office:
 - a. a completed **Year 13 Driving Permit Application** signed by the boarder **and** the boarder's parents **and** the Housemaster; AND
 - b. a copy of the boarder's driver's licence; AND
 - c. a copy of the boarder's defensive driving certificate (if the boarder holds a Restricted licence).
3. **Year 12** boarders who need a vehicle at school temporarily must apply to their Housemaster for a Temporary Driving Permit. Applications are considered on a case-by-case basis: whether a temporary permit is approved will depend on the reason for the request and the availability of suitable parking. Year 12 boarders with a RESTRICTED licence will NOT have an application approved unless they have successfully completed a recognised defensive driving course. Applications for a Year 12 Temporary Driving Permit will only be considered due to exceptional circumstances.
4. If the Housemaster supports a request by a Year 12 boarder for a Temporary Driving Permit, the boarder must provide the following documentation to the Housemaster:
 - a. a completed **Year 12 Temporary Driving Permit Application** signed by the boarder **and** the boarder's parents; AND
 - b. a copy of the boarder's driver's licence; AND
 - c. a copy of the boarder's defensive driving certificate (if the boarder holds a Restricted licence).
5. **Year 12** boarders may apply for a Driving Permit for the following year (i.e. when they will be in Year 13) from the commencement of the end-of-year NCEA Examinations by following the procedure detailed in point 2 above.
6. All student vehicles must be registered with the School. Any variation (e.g. a different vehicle) must be notified to the Housemaster immediately and (for Year 13 vehicles) recorded at the School Office no later than the next working day.
7. A Driving Permit must be **clearly displayed** photo side up on the dashboard of the vehicle when it is at school.
8. Boarders may only drive vehicles for which they hold a current permit.

USE

9. The Housemaster and his/her Deputy are the only House staff who hold authority to approve the use of a vehicle.
10. A boarder who wants to use his/her vehicle must make application to do so via Boardingware no later than 2:00pm **and** receive permission from the Housemaster **before** asking for his/her vehicle keys.
11. **Year 13** boarders may apply to use their vehicles as follows:
 - a. for travelling home on approved leave;
 - b. for travelling to an appointment (doctor; dentist; physiotherapist; etc.);
 - c. for travelling to a sports commitment (i.e. when playing a game or for training with a team outside school) when transport is not organised by the School;
 - d. School Prefects and House Prefects ONLY: for travelling to Chartwell Square.
12. **Year 12** boarders may apply to use their vehicles as follows:
 - a. for travelling home on approved leave;
 - b. for the reason permission was given to allow the vehicle at school;
 - c. for travelling to an appointment (doctor; dentist; physiotherapist; etc.).
13. A boarder with permission to use his/her vehicle must travel directly to/return directly from the approved destination.
14. Drivers and passengers must comply with New Zealand traffic rules.
15. Boarders are NOT permitted to lend or borrow vehicles.

KEYS

16. Vehicle keys will only be issued at or shortly before the departure time approved by the Housemaster or Deputy Housemaster.
17. Boarders must surrender their vehicle keys (including any duplicates they have with them) to the Duty Master or deposit them in the House office post box as soon as they return to school.

PASSENGERS

18. Boarders are NOT permitted to drive a vehicle **with passengers** except with written permission from his/her own parents **and** the passenger's parents **and** permission from the Housemaster. The Housemaster **cannot** give permission unless the driver holds a FULL licence **and** the vehicle has a current Warrant of Fitness **and** there is only ONE student passenger **and** the Housemaster considers the request to be justified.
19. Boarders are NOT permitted to travel **as passengers** in a vehicle driven by a student (including day students) except with written permission from his/her own parents **and** the driver's parents **and** permission from the Housemaster. The Housemaster **cannot** give permission unless the driver holds a FULL licence **and** the vehicle has a current Warrant of Fitness **and** the boarder is the ONLY student passenger **and** the Housemaster considers the request to be justified.

OTHER

20. Boarders are NOT permitted to use a vehicle whilst in the care of the School except as detailed in this policy.
21. Boarders are NOT permitted to carry or store alcohol or drugs in vehicles on school property.
22. Vehicles must be lockable (i.e. only accessible using a key) and kept locked when not in use.
23. Boarders are required to park their vehicle in their designated car park.
24. All vehicles are brought to school at the owner's risk.
25. It is the responsibility of boarders to be aware of the rules and procedures governing their use of vehicles. A breach of these rules can result in the immediate suspension or cancellation of a boarder's permit and other disciplinary action, including (but not limited to):
 - a. First infringement: permit suspended for four school weeks.
 - b. Second infringement: permit suspended for eight school weeks.
 - c. Third infringement: permit cancelled until the end of the school year.
 - d. Boarders using a duplicate key: permit cancelled until the end of the school year.
 - e. In addition to suspension or cancellation of the permit, the driver and passengers will receive a Headmaster's Run.