

USE OF VEHICLES ON THE SCHOOL SITE

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Policy Statement

1. Embley is committed to ensuring that the school site is safe and healthy for employees, for pupils, for visitors (including contactors) and for anyone else who might be affected by our work activities. The safety of pedestrians is a high priority and this takes precedence over convenience for vehicles on our site at all times and the use of vehicles on the site is the subject of a written risk assessment.
2. Speed restrictions and traffic notices are clearly visible and must be adhered to strictly by all who bring vehicles onto the site. Parking is only permitted in clearly labelled areas and no parking on double yellow lines, yellow hatched areas, roundabouts or the minibus parking area is permitted at any time.
3. This policy document is an attempt to reduce the risk of accidents and affect a suitable, controlled approach to traffic management on the school site. The school does not accept responsibility for any theft and/or damage to vehicles whilst on the premises. In the event of serious or persistent breaches of this policy or procedures the school reserves the right to ban certain individuals from bringing their vehicles onto the school site and/or travelling as a passenger in another pupil's vehicle.
4. This policy applies to all members of our school community, including boarders and those in our EYFS setting.
5. Embley is fully committed to ensuring that the application of this Use of Vehicles on the School Site Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy document.
6. Embley seeks to implement this policy through adherence to the procedures set out in the rest of this document.
7. This document is available to all interested parties on our website and on request from the Senior or Prep School offices and should be read in conjunction with the following documents:
 - a. Health and Safety Management Policy
 - b. Educational Visits Policy
 - c. Supervision Policy
8. This document is reviewed annually or as events or legislation change requires.
9. The next scheduled date for review is August 2026

Key Personnel

10. The person responsible for onsite traffic management is the Bursar. The person in charge of minibus/transport management is the Transport Manager.

Procedures

11. These procedures are informed by guidance in the UCST Health and Safety Management Policy and they reflect the relevant traffic management risk assessment conducted annually by the Transport Manager.
12. There are special arrangements in place for all regular users of the site who are allocated areas to park their vehicles. In addition, there are two marked disabled bays in the Senior School car park and one in the Prep School car park.

Staff

13. Parking is available on site. Members of staff are allocated areas to park their vehicles.
14. Staff are discouraged from using their private vehicles for conveying pupils and permission to do so must be sought, in writing, from the Head of Senior School or the Head of Prep School. Copies of the following documents will be required and retained by the school in order for permission to be granted:
 - a. A current MOT certificate for the vehicle to be used
 - b. Evidence of fully comprehensive insurance for the driver (Note: UCST insurance automatically provides business cover if there is fully comprehensive insurance)
 - c. A current driving license
 - d. A completed Driver Declaration Form

Visitors

15. Visitor parking (including a disabled parking bay) is available on site adjacent to and in front of the main house (Senior School) and in front of the Prep School. When circumstances dictate (e.g. Open Days and Prize Giving), a further car parking is provided, for example on the grassed area adjacent to the Senior School kitchens and is clearly signposted.

Pupils

16. The procedures relating to the use of private vehicles on the school site by pupils are influenced by the school's responsibility for and commitment to ensuring pupils are safe and appropriately supervised at all times when they are in the school's care, both in school and during activities or educational visits.
17. The school permits pupils to bring private vehicles onto the school site. Pupils bringing vehicles onto the school site e.g. those pupils in the Sixth Form must have a full driving license and appropriate insurance and have completed the school's Pupil Vehicle Permission Form (Appendix A). A permit will be issued allowing the pupil to park their vehicle on-site.
18. Pupils may use their private vehicles:
 - a. for journeys between home and school at the start and finish of the school day
 - b. for travelling to and from school sports matches or training when a risk assessment has been completed and permission granted from the staff member in charge of the activity.
 - c. for travelling to and from school arranged off-site activities when a risk assessment has been completed and permission granted from the staff member in charge of the activity.
 - d. for going off-site during the school day between 12.50 and 1.45pm only provided they sign out and back in at Reception.
 - e. for boarders going off-site after normal school hours or at weekends as long as permission has been sought from the Head of Boarding and a risk assessment has been completed. **It is strongly recommended that such permissions must be rare and under special circumstances only** – the law identifies that we must have regard to the experience, awareness of risks and maturity of persons of boarding age and research shows that all three are not as developed in young people as in many adults. Before permission is granted, the Head of Boarding must check permissions and ensure the driver completes a log which includes destination, timings of departure and return, any passengers etc.



19. Pupils are not permitted to travel as a passenger in a vehicle driven by another pupil unless there is a current permission form signed by the parent of both the vehicle driver (See Appendix A: Pupil Vehicle Permission Form) AND the parent of the passenger (see Appendix B: Pupil Passenger Permission Form).

Document Information

Version Number	2.1
Reason for Version Change	Annual review
Name of owner/author	Claire Brighton
Name of individual/department responsible	Claire Brighton, Bursar Harry Boxell, Estates Manager
United Learning Independent Schools/Academies/Both	United Learning Independent Schools
Target Audience	Public
Date Authorised	1 September 2025
Date issued	1 September 2025
Where available	United Learning Hub, Network, school web-site
Review Date	August 2026 or as events and legislation require

Appendix A: Pupil Vehicle Permission Form

<p>Embley Pupil Vehicle Permission Form</p> <p><i>Please complete this form and return it together with copies of relevant documents to: Director of Sixth Form or Head of Boarding (Boarders only) for processing.</i></p> <p><i>You may use the listed vehicle on the school site only once your permit is issued.</i></p>			
PUPIL NAME:		Tutor Group:	
VEHICLE TYPE: e.g. Car			
VEHICLE IDENTIFICATION: (Make/Model/Colour)			
VEHICLE REGISTRATION NUMBER:			
<p>PARENTAL AGREEMENT <i>(Please ensure copies of relevant documents are attached)</i></p>	<p>I give permission for my son/daughter to use the above vehicle on the school site in accordance with the school's <i>Use of Vehicles on the School Site Policy</i>.</p> <p>I confirm:</p> <ul style="list-style-type: none"> The vehicle listed above is roadworthy and has a current MOT certificate. A copy is attached. My son/daughter holds a full UK driving license appropriate to this vehicle. A copy is attached. My son/daughter is appropriately insured to drive this vehicle. A copy of the current insurance is attached. My son/daughter will use the appropriate personal protective equipment (e.g. helmet; high visibility clothing; safety belts) when driving this vehicle. I will notify the school immediately of any information relating to my son/daughter (such as convictions for Road Traffic Offences) that could affect the school's decision to allow them to use a vehicle on the site. <p style="text-align: right;">Page 5</p>		

SPECIFIC PARENTAL PERMISSIONS	<ul style="list-style-type: none"> • I DO/ DO NOT (<i>please delete as appropriate</i>) agree to other pupils being carried as a passenger in the vehicle provided that prior agreement has been obtained (in writing) from the pupil passenger's parent. • I DO/ DO NOT (<i>please delete as appropriate</i>) agree that my child may use this vehicle for journeys between home and school at the start and finish of the school day • I DO/ DO NOT (<i>please delete as appropriate</i>) agree that my child may use this vehicle for travelling to and from school to sports matches/training* • I DO/ DO NOT (<i>please delete as appropriate</i>) agree that my child may use this vehicle for travelling to and from school arranged off-site activities* • I DO/ DO NOT agree that my child will only be permitted to use this vehicle for going off-site between 12:00-13:00hrs only or (for boarders) after normal school hours and at weekends at the discretion of, and with the express permission, of Director of Sixth Form or Head of Boarding* <p>I understand that activities marked with a * will be the subject of a school risk assessment.</p>		
PARENTAL SIGNATURE:		DATE:	
PUPIL AGREEMENT	<p>I agree to abide by the terms of the school's <i>Use of Vehicles on the School Site Policy</i>. I understand that failure to meet the requirements of this policy and procedures may result in the school withdrawing the privilege of bringing my vehicle on to the site.</p>		
PUPIL SIGNATURE:		DATE:	
PERMIT ISSUED BY:		DATE:	

Appendix B: Pupil Passenger Permission Form

Embley Pupil Passenger Permission Form			
<p><i>Please complete this form and return it to Director of Sixth Form or Head of Boarding for processing. You may travel as a passenger in a vehicle driven by the specified pupil(s) only once your permit is issued.</i></p>			
PUPIL NAME:		Tutor Group:	
<p>Where permission has been given in writing by the parent of the driver, I give permission for my son/daughter to travel as a passenger in vehicles driven by:</p>			
PUPIL NAME (S)	1.		
	2.		
	3.		
	4.		
	5.		
SPECIFIC PARENTAL PERMISSIONS	<p>I agree that my child may travel as a passenger in a vehicle driven by the pupil(s) listed above in the following circumstances:</p> <ul style="list-style-type: none"> • For travelling between home and school at the start and finish of the school day. YES/NO (delete as applicable) • For travelling to and from school to sports matches/training* YES/NO (delete as applicable) • For travelling to and from school arranged off-site activities* YES/NO (delete as applicable) • For going off-site between 12:00-13:00hrs only, or (for boarders) after normal school hours and at weekends, at the discretion of and with the express permission of Director of Sixth Form or Head of Boarding *YES/NO (delete as applicable) <p>I understand that activities marked with a * will be the subject of a school Risk Assessment.</p>		
PARENTAL SIGNATURE:		DATE:	

<i>For school use:</i>		
Pupil Driver 1		
Pupil Driver 2		
Pupil Driver 3		
Pupil Driver 4		
Pupil Driver 5		
PERMIT ISSUED BY:		DATE:

Embley Risk Assessment Form – use of pupil vehicles for trips

As a guide, this must be submitted to Director of Sixth Form or Head of Boarding for approval at least 24 hours ahead of the departure time. No pupils will be allowed to use their vehicle, or travel as a passenger in a vehicle driven by a pupil, unless the school is in possession of the relevant Pupil Vehicle and Pupil Passenger Permission Forms and the purpose of the trip is in accordance with parental permissions on the forms. A copy of this risk assessment is kept on file.

Destination including address:					
Time of departure:		Time of return:		Estimated mileage (total)	
Date:		Number of pupils:		Year(s):	
Pupil Driver:			Driver contact number:		
Pupil Passengers:					
Pupil Passengers:					
Pupil Passengers:					
School contact (name):			School contact (number)		
Staff assessment by (name):					
Signed:				Date:	

Hazards (Assess risk)	Who is at risk?	Risk Rating	Control Measures
Breakdown – roadside injury	All	Low	Pupils to know who to call for assistance in event of a breakdown. Pupils to stay in vehicle unless at side of motorway, in which case as far up or down banking as possible.
Vehicle accident / incapacity of driver	All	Low	Pupils to contact school (and emergency services if appropriate) immediately in the event of an accident / incapacity of driver.
Behaviour of pupils - such as to endanger themselves or others.	All	Low	Pupils expected to behave in accordance with school rules and code of conduct at all times.
Pupils travelling to destinations not approved by the school	All	Low	Pupils warned that if found using their vehicle, or travelling in a vehicle, without the proper parental permissions and school authorization they will be subject to disciplinary action and may have privileges connected with using vehicles for trips withdrawn by the school
Illness/injury	All	Low	Pupils to contact school (and emergency services if appropriate) immediately if any member of the group becomes sick or is injured.
Severe Weather	All	Low	Pupils instructed not to travel where severe weather conditions (e.g. snow, ice, storms) are forecast.
Other specific risks (to be listed)			