



Student Drivers Policy and Permission Form

1. Scope

This form must be completed by any student wishing to drive to or from school and must be read in conjunction with the Driving Vehicles on College Property Policy.

2. Rationale

The College permits students to drive to school, subject to the conditions on this form being accepted and followed. These conditions are outlined to provide safe and appropriate guidelines for the members of our College community.

3. Conditions and Agreement

Oxley Christian College students 18 years or older, may only drive to or from school, or to any school function, once this form is completed, including gaining the approval of the Head of Senior Students, or the Head of Senior School (if the Head of Students is unavailable). To gain approval, students must:

- a. Hold a current driving licence recognised or issued by VicRoads. A copy of the driver licence must be provided to the College with this form. Please refer to the College Privacy Policy for information about collection of personal information.
- b. Drive a vehicle which currently meets official roadworthy standards.
- c. Supply the registration number(s) of the vehicle(s) they will usually drive to school.

Student Name	Home Group	Licence Number

Car Registration Number(s)	Make and Model	Colour

I agree to:

- a. Drive safely at all times, and drive only on the appropriately formed roads.
- b. Obey all road rules that apply on Victorian roads, including the traffic control signs and speed restrictions within the College grounds, as stipulated in the Driving Vehicles on College Property Policy.
- c. Only park in the area on the far side (west) of the LMC Chapel or on the west side of Oxley Stadium. (Students are not permitted to use local street parking, or park in areas designated for parents or staff.)
- d. Not use the vehicle for any purpose during the time it is parked on the College property.

- e. Not transport fellow student(s) under any circumstances, unless they have written permission from a parent / guardian / homestay parent to travel in a car driven by the (named) student driver. This letter of permission must be submitted to the Head of Students, or Head of Senior School (if Head of Students is unavailable), and approved before such driving to school.
- f. Cease driving to or from school, should my permission be revoked (if I have not complied with the conditions of this policy and form).

4. Process

The student driver must follow this process to gain approval.

- a. Arrange for this form to be fully completed.
- b. Take the form to the Head of Students, or the Head of Senior School (if the Head of Students is unavailable) for approval. The form will be either approved or rejected by this College staff member.
- c. If the form is approved, the student driver must take the form to Student Reception, together with the student's driver licence. The driver licence must be the original driver licence and not a copy.
- d. A copy of the driver licence and approval will be added to the student's school record. Only then will the student be permitted to drive on to the College property.

Signatures		
		/ /
Student Name	Signature	Date
		/ /
Parent / Homestay Parent Name	Signature	Date
		/ /
Approving Staff Name	Signature	Date

Student Reception / Office Admin Use	Initial
Student driver licence copied and certified	
Permission form and driver licence uploaded to student record	
Vehicle details recorded in community record	
Admin spreadsheet updated	
Year Level Coordinator emailed copy of this agreement and advised of completion of process	