



Kimbolton School
Cambridgeshire

SIXTH FORM DRIVER POLICY

Policy owner: Director of Sixth Form
SLT Policy:
Policy Summary Statement: Policy covers the expectations for Sixth Form pupils who have been given permission to drive on the school site.

Release Date: September 2026
Review Date: September 2028



Sixth Form Driver Policy

INTRODUCTION

This policy is designed to safeguard pupils and staff around the site. We wish to promote safe and responsible driving so that our pupils leave School sensible, mindful road users, and that they set an example to the younger years. We also need to ensure that School meets its duty of care in relation to traffic management on and around the campus. Further information on the importance of driving safely will be sent to all parents and guardians of Sixth Form pupils.

Permission to drive into School and park around the site is contingent on adherence to this policy.

This policy covers:

- Student drivers and their vehicles (including mopeds etc.) on the school site and in the immediate vicinity (including local roads routinely used at arrival/departure times, e.g. High Street, East Street).
- Parking on site, and conduct before, during, and after the school day, including co-curricular events, fixtures, and examinations taking place on site.

Eligibility and Conditions

Students may bring vehicles to school only if all conditions are met:

1. Age & License

- a. Must hold a valid UK driving licence (for provisional licences see below)
- b. They have completed the 'Pupil Driver Form' Appendix A (once the pupil has passed their test and wishes to drive to school independently)

2. Insurance, Tax & MOT

- c. Vehicle must be roadworthy, insured, taxed, and MOT certified. When the pupil and parent signs the Pupil Driver Form, they declare this to be the case.

3. Parental/Carer Consent

- a. Signed parental/carers consent on Pupil Driver Form (Appendix A) must be on file before permission is granted and the permit issued.

4. School Permission

- a. Completion and approval of the **Student Driver Form** (Appendix A).
- b. Display of a current **permit** issued by the School.

5. Passenger Restrictions

- a. Students may **only** carry passengers to/from school if the passengers' parents/carers have given consent. When the pupil and parent sign the Pupil Driver Form, they declare this to be the case, and it is their responsibility to gain consent from the parents / carers of any passengers.
- b. The School reserves the right to prohibit any passenger arrangements.

6. Lunchtime & During the Day

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- a. Students may **not** use vehicles during the school day (including breaks/lunchtime) without prior, written permission from the Director of Sixth Form (e.g., medical appointment, other personal reason).
- b. Students may return to their vehicles for kit, equipment (folders etc.) but should not spend unnecessary time in or around the vehicles through the day.

7. Registration & Permits

- a. **Application:** Students submit Appendix A to the School Office
- b. **Permit Issue:** The School will issue a permit to be displayed in the windscreen whenever on site.
- c. **Changes:** Any change of vehicle, insurance, or number plate **must** be reported immediately to the School Office; our records will be updated.
- d. **Withdrawal:** The School may withdraw permits at any time on safety/disciplinary grounds.

8. Parking & Site Rules

- a. Designated Areas
 - Only (Mall end of gravel and not around Portico Steps, along the Duchess Walk when dry, swimming pool, Prep overflow car park).
 - There are no allocated bays for any members of the Sixth Form.
 - No parking in visitor or disabled bays (unless authorised), loading zones, or restricted areas.
 - No parking on verges, pavements, or in a way that blocks access or sightlines.
 - Do not park off-site in ways that cause nuisance or risk to neighbours, pedestrians, or traffic. N.B. The High Street has parking restrictions.
- b. Speed & Conduct
 - Maximum speed on site: 5mph (as signed).
 - Drive with extreme caution; give way to pedestrians and school traffic control.
 - No revving, wheel-spins, loud music, or anti-social driving.
 - Engines must be switched off when parked (no idling).
 - No use a mobile phone or other handheld technologies whilst driving.
 - Do not transport students without consent/permission or during the school day.
 - Do not drive under the influence of alcohol, drugs, or any impairing medication.
 - Please note that we do not permit modification of your vehicles in any way that increases noise/risk (e.g., illegal exhausts) or violate roadworthiness.
- c. Medical conditions
 - It is the driver's responsibility to tell the DVLA about any medical conditions - <https://www.gov.uk/driving-medical-conditions>
 - Any monitoring required is undertaken and any requirements such as wearing corrective glasses are used.
- d. Arrivals & Departures
 - Follow the designated traffic flow, one-way system and gates.
- e. Security
 - Vehicles are brought at the owner's risk.



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- *Remove valuables; lock vehicles. The School accepts no liability for loss or damage.*

9. Incidents, Collisions and Near Misses

- a. All incidents (on or near site) involving student drivers must be reported to the School (Director of Sixth Form, Hm, School Secretary) **immediately**, including collisions, damage, and near misses.
- b. The School may request insurance details, witness statements, dashcam footage (if available), and cooperate with police as required.

10. Weather and Events

- a. In severe weather, the School will advise that pupils do not drive to School.
- b. For large events (e.g. Fireworks, Careers Fair), the School may alter parking arrangements and will communicate changes in advance where possible.

11. Off-Site Conduct

- a. Student drivers represent the School beyond the gates. Anti-social or unsafe driving in the local vicinity (e.g. the High Street, East Street) will lead to disciplinary action and may lead to withdrawal of permission.

12. Compliance, Monitoring & Sanctions

- a. Breaches of the policy will result in:
 - Verbal/written warnings; parental contact.
 - Temporary or permanent withdrawal of parking/driving permission.

13. Data Protection

- a. The School will process personal data (e.g., licence, insurance, number plate) for the purposes of safety and site management in accordance with its Privacy Notice. Data will be retained according to Kimbolton School's Data Retention Policy.

14. Review

- a. This policy will be reviewed annually by the Director of Sixth Form, with input from Estates/Operations and Safeguarding.

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Appendix A: Student Driver Application Form

Student Name:		Tutor Group	
Pupil mobile number <i>(should we need to contact you urgently about your car during the day)</i>			
Vehicle details Registration Number Insurance Provider Policy Holder Emergency contact name Contact number Passenger Permission Requested? <i>If yes, list proposed passengers (names, tutor groups). You need to have gained parental permission to take these pupils in your car.</i>	Make and model		Colour
		☐ Yes ☐ No	

I confirm that:

1. I hold a valid UK driving licence for this vehicle.
2. The vehicle is insured, taxed, roadworthy, and (if required) MOT-certified.
3. I will follow the School's Sixth Form Drivers Policy (above) and understand that permission can be withdrawn.
4. I will report immediately any collision, damage, or near miss on or near the site.
5. I understand I may not carry passengers without having obtained the necessary consents from their parents/guardians.

Student Signature: _____ **Date:** _____

I/We confirm that our child:

- Has our permission to drive this vehicle to and from school;
- Is appropriately insured to do so;
- Will comply with the School's Sixth Form Drivers Policy.

Parent/Carer Name: _____ **Signature:** _____ **Date:** _____



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Appendix B: Sanctions Ladder

Please note that the School reserves the right to sanction at any level should the misconduct be deemed serious enough to do so.

Level 1 – Advisory

- First minor breach (e.g. loud music, incorrect parking spot, permit not displayed).
- Action: Verbal reminder to pupil via DoSF or Tutor or Hm

Level 2 – Formal Warning

- Repeated parking errors, low-level unsafe conduct (e.g., mild speeding on site, obstructing access).
- Action: Warning; parental contact; possible temporary withdrawal (1–2 weeks).

Level 3 – Suspension of Privilege

- Significant breach (e.g., carrying passengers without consent, using car during the day without permission, phone use while driving on site).
- Action: Withdrawal of driving/parking privilege for a defined period (e.g., half-term) plus behaviour sanction.

Level 4 – Serious Misconduct

- Dangerous driving; alcohol/drug involvement
- Action: Immediate and indefinite withdrawal, senior leadership intervention, possible suspension/exclusion; police informed where appropriate.

Communication Plan

- Policy shared in Sixth Form handbook, standing item on Sixth Form Scoop, first Citizenship of the academic year, student induction, parent mailing, and on the school website/portal.
- Termly reminders highlighting seasonal risks (e.g., winter driving, exam traffic) will also include a reminder of the policy.