

## Testwood School Student Vehicle Policy

Key Responsibility area:	DM
Last Review:	April 2026
Next Review:	April 2028

### Revision History

Version	Date	Amendments	Initials
2.0	29/04/20	Updated review dates Governors changed to Trustees	JBa
3.0	11/03/22	Electric scooters prohibited (added at end of policy)	JBa
3.1	16/03/22	Revised dates	JBa
4.0	27/04/23	Revised dates	DM
4.1	01/05/24	Revised dates	DM
4.2	28/04/26	Revised dates	DM

\*Appendices follow on from policy

## Introduction

This policy aims, where reasonably possible to:

- a) Safeguard the owner of any vehicle who has approval to bring their vehicle onto the Testwood School site.
- b) Protect the safety of all students, adults and visitors using the premises as well as the property belonging to Testwood School.

The Trustees, whilst providing car parking, motor bike and cycling provision on the school site, cannot accept any responsibility or liability for damage to any vehicle, or accidents that occur at any time on the Testwood School site.

Whilst every effort will be made to provide secure parking, the Trustees cannot accept liability for any theft or damage to vehicles utilizing the parking facilities.

At all times, owners of vehicles must respect the safety of pedestrians and other vehicles using, parking or accessing/exiting the Testwood School site. All speed restrictions and safety notices must be respected and adhered to.

All vehicle owners must register the details of their vehicles with Testwood School.

Students wishing to bring motor bikes or mopeds onto the Testwood School site must first seek the permission of their Year Leader and complete an Application for Motor Bike/Moped Permit Form signed by the Student and their Parent/Carer.

***They must then provide registration, insurance and driving licence documents to the Site Manager, who will then issue them with a permit, before they will be allowed to use the allocated student parking facilities in the car park.***

**The issue or withdrawal of a motor bike/moped permit is within the absolute discretion of the Head Teacher. Any unsafe driving behaviour or breaches of road rules will be reported to the police.**

**Electronic Scooters are prohibited from Testwood School site.**

### Application for Motor Bike/Moped Permit Form

#### Parent/Carer Permission

I give permission for \_\_\_\_\_ to drive to school.

I am aware of the Testwood School requirements regarding students driving to school and accept the conditions outlined in the policy.

Signature of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

#### Student Contract

I agree to adhere to the Testwood School requirements regarding students driving a moped to school and parking in the appropriate area. I accept the conditions outlined in the Policy.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

#### Moped Details

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Registration No: \_\_\_\_\_

A copy of the student's driving licence, registration and insurance documents needs to be attached to this form. If students drive a different vehicle to those mentioned above they need to report to the front office on arrival and add it to this application.

#### Documents checked: (tick box)

Registration – Copy attached

Insurance Start  End Dates

Policy No:

Crash Helmet checked

MOT motorcycle document, date copy attached (if relevant)

Testwood School Approval

Approved by: \_\_\_\_\_

Parking Permit Issued: Yes/No

Date: \_\_\_\_\_