

DRAFT



Motorcycle and Moped Policy for Pupils

2015/6

Responsibility of:	Principal
Reviewed:	Autumn 2015
Approved by Governors:	Approval Required
Next Review:	Autumn 2016

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1. Introduction

1.1. The policy is an attempt to reduce the risk of accidents and affect a suitable, controlled parking scheme for pupils who wish to travel to school on a motorcycle or moped. It should be noted that the policy is to be reviewed annually in line with the normal academy cycle and that it is the responsibility of the student to ensure the documentation and information kept is kept up to date.

2. Regulations

2.1. Pupils who wish to travel to and park vehicles at school are expected to agree to the following terms:

2.1.1. Vehicles must be roadworthy **to legal specifications** and taxed for use on the highway.

2.1.2. Riders must wear appropriate safety equipment (helmets etc.).

2.1.3. Passengers must not be carried either on or directly outside the academy premises.

2.1.4. Owners/riders must **have a current vehicle insurance, MOT certificate (if applicable) and a valid driving licence.**

2.1.5. Vehicles must be parked only in the areas designated for pupils.

2.1.6. Vehicles must be parked on the premises by 8.30am.

2.1.7. Vehicles must not leave the premises before 3.00pm.

2.1.8. Vehicles must not be taken off the premises at lunchtime.

2.1.9. Vehicles must be ridden onto and off the premises in a sensible, safe manner.

2.1.10. Students must arrange to leave their safety equipment in a safe place during the working day.

2.1.11. The academy cannot accept responsibility for theft and/or damage to vehicles whilst on the premises.

2.1.12. The academy reserves the right to cancel the agreement should any of the above terms be broken.

2.1.13. If the academy deems a vehicle to be unfit relevant authorities may be consulted.

3. Application for Permission

3.1. Pupils must complete a Policy Agreement Document (attached) and have approval before using any vehicle on the academy site. Applications should be made to the Principal

3.2. The Principal or another appropriate member of named staff will check documentation. It should be noted it is the responsibility of the student to ensure the information kept on any documentation is kept up to date.

Name

Tutor group:

DOB

Vehicle Registration

Make and Model:

Contact mobile number:

Driving Licence number:

Full/Provisional

Documents required:

Copy of insurance document provided yes/no

Date of Expiry:

MOT required yes/no

Copy of MOT certificate provided yes/no

Date of expiry:

4. Policy Agreement Document relating to pupils bringing motorcycle or moped onto academy premises.

Terms of Agreement

- Vehicles must be roadworthy and taxed and insured for use on the highway.
- Riders must wear appropriate safety equipment (helmets etc.).
- Passengers must not be carried either on or directly outside the academy premises.
- Owners/riders must have a current vehicle insurance, MOT Certificate (if applicable and a valid driving licence.
- All vehicles must be legally roadworthy
- Vehicles must be parked only in the areas designated for pupils.
- **Vehicles must be parked on the premises by 8.30am. Vehicles must not leave the premises before 3.00pm.**
- Vehicles must not be taken off the premises at lunchtime unless specific permission is granted by the Principal.
- Vehicles must be ridden onto and off the premises in a sensible, safe manner.
- Students must arrange to leave their safety equipment in a safe place during the working day.
- The academy cannot accept responsibility for theft and/or damage to vehicles whilst on the premises.
- The academy reserves the right to cancel the agreement should any of the above terms be broken.

Parental Agreement

I have read and understood the vehicle use policy outlined above and give permission for my son/daughter to travel to school by motorcycle/moped and agree to the terms of the policy stated above.

Signed:

Date:

Student Agreement

I have read and understood and agree to abide by the terms of the policy stated above. I understand that if I break any of the terms I may lose the privilege of bringing my vehicle onto academy premises.

Signed:

Date:

Documents checked: Yes/No
Drivers Licence: Full/Provisional
Drivers licence number:
Insurance Expiry date:
MOT Expiry date (if applicable)
Approval Given By:
Date:

ACADEMY USE ONLY