



OWLS Academy Trust

Vehicle Policy

Adopted by The OWLS Academy Trust on	
Next Review Due	

Each school within the OWLS academy trust is dedicated to ensuring the safety of its pupils; therefore, the school is committed to taking all reasonable steps to prevent hazardous incidents occurring. This policy aims to protect the safety of all staff members, pupils, parents/carers and visitors using vehicles on the premises, as well as property belonging to all trust schools.

Each school encourages pupils to walk or cycle to school; however, it is recognised that this is not always possible. The schools provide secure facilities for staff, pupils, parents/carers and visitors to utilise; however, the OWLS Academy Trust does not take any responsibility for damage or theft of vehicles on any school premises.

This policy must be adhered to at all times by staff, pupils, parents/carers and visitors.

For the purpose of this policy, the term “vehicle” refers to all motor vehicles, including cars and mopeds, as well as bicycles.



Legal Framework

This policy has due regard to national legislation including, but not limited to:

- The Road Vehicles (Construction and Use) Regulations (as amended), 1986;
- The Health and Safety at Work Act, 1974;
- The Management of Health and Safety at Work Regulations, 1999.

This policy also has due regard to national guidance including, but not limited to:

- Department of Transport “Motorcycle helmets – general advice”, 2010;
- Department of Transport “Motorcycle helmets, visors and goggles – general advice”, 2010;
- HSE “A Guide to Workplace Transport Safety”, 2014



School Responsibilities

The school will:

- take all necessary measures and precautions to ensure the safety pupils;
- ensure that this policy is followed at all times;
- provide appropriate and safe parking facilities, which can be accessed by members of staff, pupils, parents/carers and visitors;
- install adequate signage and road markings regarding traffic control measures;
- ensure that all relevant pupils are aware of the rules and regulations concerning the use of motor vehicles and bicycles on school property;
- ensure that all pupils and staff members understand the correct procedure to report hazards and accidents;
- ensure that staff members are informed of the rules and regulations regarding vehicles as part of their induction process

The school is not responsible for the health and safety of pupils once they have left school premises.

The school cannot accept any responsibility or liability for damage to any vehicle, or accidents that occur at any time on the school premises.

Staff members who want to bring their vehicle onto school property are required to provide the details of their vehicle when completing the Personal Contact Details form.



Entering and Leaving the Premises

The correct route/pathway for driving on school premises will be made clearly visible through the use of road markings. Drivers of vehicles must ensure that they use the route outlined and do not enter pedestrian areas. All motor vehicles are expected to enter and leave the school premises in a controlled and orderly fashion, with the speed restricted to 5mph where indicated.

Vehicles are not allowed to enter or exit the school site during specified times of the day when children are arriving at and leaving school. Access via the school gate will not be restricted during the school day; however, drivers are expected to conduct themselves as if it was the beginning or end of the school day by driving with caution.

Noise will be kept to a minimum at all times when on the school premises, including whilst waiting to leave the property.

Visitors on the school premises must sign in at the school office and provide their vehicle registration details.



Behaviour

As representatives of the OWLS Academy Trust, staff and pupils are expected to act in a polite and respectful manner at all times. Incidents of unacceptable behaviour or dangerous driving will be reported immediately to the SLT or school office.

All drivers are expected to conduct their behaviour in accordance with instructions indicated on signage and road markings, and to show respect when being directed or instructed by a member of staff.



Parking

The school will provide adequate parking facilities on the premises, which will be clearly marked using signage and road markings. The parking area will:

- Be clearly signposted;
- Not impede traffic routes;
- Ensure pedestrians and vehicles are kept segregated;
- Allow clear visibility for both drivers and pedestrians;
- Be firm, level and well drained;
- Be well lit;
- Be in good distance to the school's buildings.

Hedges and shrubs within parking areas will be cut back in order to maximise visibility, and the school will provide suitable turning areas to allow vehicles to turn, reverse safely and spend the majority of time driving forwards.

Staff members and pupils will have access to separate parking areas, which will be clearly signposted. Motorbikes and mopeds will have a designated parking area, equipped with locking facilities in order to ensure that bikes are secure.

Barriers / posts will be used in order to stop vehicles from being parked in unauthorised areas. The premises officer will ensure that barriers, signage and markings in the school car park are maintained.

Vehicles must not be left unattended unless the parking brakes have been firmly applied, the engine has been switched off, the starter key has been removed and any mounted equipment has been lowered / secured.



Motorbikes and Mopeds

Drivers of motorbikes and mopeds are expected to abide by the same rules as other drivers.



Bicycles

Pupils are encouraged to cycle to and from school along designated routes to maximise safety. Permission does not need to be sought prior to using a bicycle on the premises.

It is the cyclist's (pupil or staff member) responsibility to ensure that the bicycle is parked securely using appropriate locking and anti-theft systems, and to provide and use the correct Personal Protective Equipment (PPE) including suitable helmet and reflective gear.



Speed and Control

Fixed traffic-calming measures may be in place within the school premises, in order to guarantee the safety of pupils - All traffic-calming measures will be clearly signposted.

Vehicles are restricted to 5mph throughout the school premises, including the car parks and surrounding area of the school gate.

The gate duty team and other staff members will regularly monitor the speed of vehicles.



Idling

Vehicle idling poses a risk to the environment and to the health of people in the vicinity, therefore all drivers are expected to ensure that engines are turned off when a vehicle is waiting or parked. The use of remote engine starter devices is prohibited.

The idling of delivery vehicles when loading or unloading is prohibited. Where the use of engine idling is needed to facilitate the delivery (such as a fuel delivery), these types of delivery shall not take place during drop-off and pick-up times.



Vehicle Safety

The driver of a vehicle is ultimately responsible for the safety of themselves and their passengers. Vehicles entering the school premises must meet the specific legal standards which are set out in the Road Vehicles (Construction and Use) Regulations (as amended), 1986.

Drivers of motorbikes and mopeds will wear PPE at all times.



Adverse Weather

In the event of adverse weather, drivers should take extra caution.

Parking areas on the school premises will be appropriately gritted and measures will be taken to ensure the safety of pupils, in accordance with the school's Adverse Weather Policy. A notice will be erected to display that pedestrians and vehicles entering the school grounds do so at their own risk.



Monitoring and Review

The implementation of this policy will be continuously monitored and reviewed by the premises officer, in order to help develop and improve the school's safety measures in relation to the use of vehicles on the premises.