



OWLS Academy Trust

Vehicle Policy

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Reviewed annually

Approved by Jonathan Tedds, Chair of Governor

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Statement of intent

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 school provides 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.

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

1. Legal framework

1.1. This policy has due regard to national legislation, including, but not limited to the following:

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

1.2. This policy has due regard to national guidance, including, but not limited to the following:

- 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

2. School responsibilities

- 2.1. The school will take all necessary measures and precautions to ensure the safety of pupils.
- 2.2. The school will ensure that this policy is followed at all times.
- 2.3. The school will provide appropriate and safe parking facilities, which can be accessed by members of staff, pupils, parents/carers and visitors.
- 2.4. The school will install adequate signage and road markings regarding traffic control measures.
- 2.5. The school is not responsible for the health and safety of pupils once they have left school premises.
- 2.6. The school will ensure that all relevant pupils are aware of the rules and regulations concerning the use of motor vehicles and bicycles on school property.
- 2.7. The school will ensure that all pupils and staff members understand the correct procedure to report hazards and accidents.
- 2.8. The school cannot accept any responsibility or liability for damage to any vehicle, or accidents that occur at any time on the school premises.
- 2.9. 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.
- 2.10. The school will ensure that staff members are informed of the rules and regulations regarding vehicles as part of their induction process.

3. Entering and leaving premises

- 3.1. The correct route/pathway for driving on the school premises will be made clearly visible through the use of road markings.
- 3.2. Drivers of vehicles will ensure that they use the route outlined and do not enter the pedestrian areas.
- 3.3. All motor vehicles are expected to enter and leave the school premises in a controlled and orderly fashion, with the speed restricted to 5mph.
- 3.4. 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.
- 3.5. Visitors on the school premises will sign in at the school office and provide their registration details.
- 3.6. Noise will be kept to a minimum at all times when on the school premises, including whilst waiting to leave the property.
- 3.7. When entering all school premises, drivers will take extra caution.
- 3.8. Vehicles are not allowed to enter or exit school sight during specified times of the day when children are coming to and leaving school.

4. Behaviour

- 4.1. As representatives of the OWLS Academy Trust, pupils are expected to act in a polite and respectful manner at all times.
- 4.2. Incidents of unacceptable behaviour or dangerous driving will be reported immediately to the SLT or school office.
- 4.3. All drivers will conduct their behaviour in accordance with instructions indicated on signage and road markings.
- 4.4. All drivers will show respect when being directed or instructed by a member of staff.

5. Parking

- 5.1. The school will provide adequate parking facilities on the school premises, which will be clearly marked using signage and road markings.
- 5.2. The school's 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.
- 5.3. Barriers/posts will be used in order to stop vehicles parking in unauthorised parking areas.
 - 5.4. Staff members and pupils will have access to separate parking areas, which will be clearly signposted.
 - 5.5. Motorbikes and mopeds will have a designated parking area, equipped with locking facilities in order to ensure that bikes are secure.
 - 5.6. Hedges and shrubs within the parking areas will be cut down in order to
 - 5.7. The premises officer will ensure that barriers, signage and markings in the school car park are maintained.
 - 5.8. The school will provide suitable turning areas to allow vehicles to turn, reverse safely and spend the majority of the time driving forwards.
 - 5.9. Vehicles will 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.

6. Motorbikes and mopeds

- 6.1. Drivers of motorbikes and mopeds will abide by the same rules as other drivers, such as having a speed restriction of 5mph.

7. Bicycles

- 7.1. Pupils are encouraged to cycle to and from school along designated routes to maximise safety.
- 7.2. Permission does not need to be sought prior to using a bicycle on the premises.
- 7.3. It is the pupil's responsibility to ensure that the vehicle is parked securely, using the correct locking and anti-theft systems.
- 7.4. It is the responsibility of the pupil and parents to provide and use the correct PPE, including a suitable helmet and reflective gear.

8. Speed and control

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

- 8.3. Vehicles are restricted to 5mph throughout the school premises, including the car parks and surrounding area of the school gate.
- 8.4. The gate duty team and other staff members will regularly monitor the speed of vehicles.

9. Idling

- 9.1. We recognises that vehicle idling poses a risk to the environment, and to the health of people in the vicinity.
- 9.2. Pupils will ensure that engines are turned off when a vehicle is waiting or parked.
- 9.3. The use of remote engine starter devices is prohibited.
- 9.4. Where possible, the school will identify an indoor waiting area for individuals waiting for pupils, in order to reduce idling on school premises.
- 9.5. 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 typed of delivery shall not take place during drop off and pick up times.

10. Vehicle safety

- 10.1. The driver of a vehicle is ultimately responsible for the safety of themselves and their passengers.
- 10.2. Vehicles entering the school premises will meet the specific legal standards, which are set out in the Road Vehicles (Construction and Use) Regulations (as amended) 1986.
- 10.3. Drivers of motorbikes and mopeds will wear PPE at all times.

11. Adverse weather

- 11.1. In the event of adverse weather, drivers will take extra caution.
- 11.2. 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.
- 11.3. A notice will be erected to display that pedestrians and vehicles entering the school grounds do so at their own risk.

12. Monitoring and review

- 12.1. This policy is reviewed annually in May by the premises officer and the headteacher.

12.2. 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 of the premises.

12.3. The scheduled review date for this policy is Annually in May.

