STUDENT VEHICLE PARKING POLICY

Address: **School Roll Number:**	**Piper's Hill College, Naas, Co. Kildare** **70710D**
Telephone:	**045897885**
Email:	**info@phcol.ie**
Website	**http://www.phcol.ie**
Date of Commencement: **Date of review**	**September 2026** **As needed.**

Signed Chairperson _____ **Date** 8.9.26

Signed Principal _____ **Date** 8.9.26

1. Purpose

This policy sets out the conditions under which senior cycle students may drive to and park a vehicle (car or small van or motorbike only) on the grounds of Piper's Hill College. Its purpose is to safeguard the health and safety of all students, staff and visitors, and to ensure that any student driving to school does so lawfully, safely and with the appropriate permissions in place.

The School Transport system, cycling, and other safe means of travel are recommended in preference to students driving themselves to school.

2. Eligibility to Drive to School

A student may apply for permission to drive a car or motorbike to school only where all of the following conditions are met:

- The student holds a current Full Driver's Licence, valid under Irish law for the category of vehicle being driven. Students holding only a Provisional Licence are not permitted to drive to school.
- The vehicle is fully insured, and the insurance is valid for the student to drive it.
- The Principal has been notified in writing, in advance, of the registered owner of the vehicle.
- Written consent from the student's parent(s)/guardian(s) has been provided, confirming permission for the student to drive to school.
- A copy of the student's Full Driving Licence has been submitted to the school office.

The completed Permission Slip (Appendix 1) must be submitted before a student is permitted to drive to school. Permission may be withdrawn by the Principal at any time, including where a student breaches this policy.

3. Parking

- Students granted permission to drive to school must park only in the designated student parking area: Tier 3 of the school car park.(Half way up steps to exit school)
- Parking anywhere else on the school grounds is not permitted.
- On entering the school grounds, students must drive directly to Tier 3. On leaving, students must exit the grounds directly, without driving around other areas of the campus.
- Vehicles are parked at the owner's/student's own risk. The school accepts no responsibility for loss, damage or injury to a vehicle, or caused by a vehicle, while on school grounds.
- Vehicles must be locked before the school day begins and must not be entered or moved during the school day without permission from the Principal or Deputy Principal.
- Students are not permitted to eat, smoke, sit in, or loiter around parked vehicles at any time.
- A student remaining late at school for extracurricular activities or after-school tuition must leave their vehicle parked until they are ready to leave for home; the vehicle may not be used to leave and return during that time.
-

4. Rules of the Road on School Grounds

The Rules of the Road apply at all times on school grounds. In particular:

- Pedestrians have priority over vehicles at all times.
- Drivers must proceed slowly and with caution, and yield to pedestrians and to adults directing traffic..
- A maximum speed of 30km/h applies on school grounds; speeding, reckless driving or excessive noise will be treated as a breach of this policy and may be reported to An Garda Síochána or other relevant authority.
- Students are not permitted to drive a vehicle during the school day, other than to enter or exit the grounds at the start/end of the school day, or with express permission from the Principal or Deputy Principal.

5. Carrying Passengers

A student driver may not carry another student as a passenger in the vehicle, at any time, unless the school has received express written permission from the parent(s)/guardian(s) of every student being carried, prior to the journey.

- Written passenger permission must be submitted to and held by the Principal before any student is carried.
- A student driver may not permit another student to drive the vehicle under any circumstances.

6. Breach of Policy

Breach of any rule in this policy may result in the withdrawal of permission to park a vehicle on school grounds, and parents/guardians will be contacted directly by the Principal. Serious or repeated breaches may be treated as a matter for the school's Code of Behaviour.

7. Data Protection

Information collected under this policy (including insurance details, licence copies and passenger permissions) is held by the school for the purpose of administering this policy only, in line with the school's Data Protection Policy and GDPR obligations. These documents are kept in the student's file, accessible only to relevant school staff.

8. Review As required

Appendix 1

Vehicle Parking Permission Slip

To be completed by the student and parent/guardian and returned to the school office before the student drives to school. This form must be accompanied by a copy of the student's Full Driving Licence.

Student & Vehicle Details

Student Name: _____

Year Group / Class: _____

Make & Model of Vehicle: _____

Vehicle Registration Number: _____

Insurance Company: _____

Insurance Policy Number: _____

Full Driving Licence Number: _____

Copy of Full Driving Licence enclosed (Y/N): _____

Copy of Insurance included (Y/N)_____

Parent/Guardian Consent

I confirm that I give permission for my son/daughter named above to drive to Piper's Hill College and to park in the designated student parking area (Tier 3), and that I have read and agree to the Student Vehicle Parking Policy in full, including the rules on carrying passengers.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____

Student Declaration

I confirm that I hold a Full Driving Licence, that the vehicle above is fully insured for me to drive, and that I agree to abide by the Student Vehicle Parking Policy at all times.

Student Signature: _____

Date: _____

Passenger Permission if sibling

Named Passenger(s): _____

Appendix 2

Passenger Permission Slip

For a student getting a lift to or from school in the car of another student, where the driver is not a sibling. To be completed by the passenger's parent/guardian and returned to the school office before the lift takes place. This permission applies only to the driver and vehicle named below.

Passenger Details

Passenger Student Name: _____

Year Group / Class: _____

Driver & Vehicle Details

Driver Student Name: _____

Vehicle Registration Number: _____

Parent/Guardian Consent

I confirm that I give permission for my son/daughter named above to travel as a passenger in the vehicle and with the driver named above, to and/or from Piper's Hill College. I understand this permission applies only to the named driver and vehicle, and that the driver is responsible for complying with the school's Student Vehicle Parking Policy at all times.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____