

Vehicle Procedures - Year 12/13 Boarding Students

1. Girls who are wanting to drive must seek permission first from the Year 12/13 House Parent and/or Director of Boarding, who will issue a 'Vehicle Use Application (2023) - Boarding Students' form for completion and parent/legal guardian signature.
2. Once the application form is completed, it is to be returned to the Y12/13 House Parent. Details from the form will be filled in on the car parks document for the appropriate year - 'Car Parks - 2023'. A photocopy of both sides of the student's driver's license must be attached to the application form, along with any legal exemptions. This form will then be filed in the Student Information folder (located in the Holland office).
3. Each student must meet with the Y12/13 House Parent and/or Director of Boarding for an induction (which includes going over expectations for vehicle use in boarding, Year 13 car parking around senior house, Year 12 parking over by the tennis courts and car key return during the week and weekend).
4. Car keys will be kept in the Holland office whenever the student has their car on site. If they would like to use their car for any reason, a conversation and subsequent permission must be granted by the House Parent or on-duty staff member, prior to the issue of keys. The student must follow the usual sign out procedures. NB: car keys must be handed in to the duty staff member each night prior to 8.30pm for safe keeping, unless they have not returned due to a later activity.
5. If students stay in during the weekend and require their car multiple times over this period, the House Parent or on-duty staff member may use their discretion and allow the student to keep their car keys over the weekend. However, students must provide their weekend plans to the House Parent or on-duty staff member before 8.30pm on Friday. Normal sign out procedures apply. NB: Staff may require the collection of car keys at any time if students do not follow procedures or if they feel the student cannot manage the responsibility to keep their keys on them.

NB: Failure to comply with the above procedures, may result in the termination of vehicle use, other imposed vehicle restrictions or a boarding stand down (refer to expectations noted on the 'Vehicle Use Application (2024) - Boarding Students'.