

Vehicle Users Policy

Owner	Academy Business Manager
Last Reviewed and Adopted:	May 2026
Next Review:	May 2028

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Statement of intent

St Peter's Collegiate Academy is dedicated to ensuring the safety of its students; 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, students, parents, volunteers and visitors using vehicles on the premises, as well as property belonging to the academy.

We encourage students to walk or cycle to the academy; however, we recognise that this is not always possible. The academy provides secure parking facilities for staff, students, parents, volunteers and visitors to utilise; however, we do not take any responsibility for the damage or theft of vehicles on the academy premises.

N.B: For the purpose of this policy, the term "vehicle" refers to all motor vehicles, including motorbikes and mopeds, as well as bicycles. Where this policy specifically refers only to a bicycle, including electric-powered bicycles, we have used the term "bicycle".

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Road Vehicles (Construction and Use) Regulations 1986
- Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work regulations 1999
- Department of Transport (2010) 'Motorcycle helmets, visors and goggles'
- HSE (2014) 'A guide to workplace transport safety'

This policy operates in conjunction with the following academy policies:

- Adverse Weather Policy
- Health and Safety Policy

2. Roles and responsibilities

The governing board will be responsible for:

- Ensuring effective health and safety procedures are in place within the academy.
- Overseeing the implementation of health and safety procedures.
- Monitoring the effectiveness of health and safety procedures and ensuring improvements are made where necessary.

The Head of School will be responsible for:

- Ensuring measures are in place to protect the safety of staff, students, parents, volunteers and visitors while they are on the academy premises.
- Ensuring that this policy is followed at all times.
- Ensuring there is a sufficient number of disabled parking bays and that these are clearly signed.
- Ensuring that all relevant staff, parents, students, volunteers and visitors are aware of the rules and regulations concerning the use of motor vehicles and bicycles on academy property.
- Ensuring that all students and staff members understand the correct procedure to report hazards and accidents.
- Ensuring that staff members are informed of the rules and regulations regarding vehicles as part of their induction process.
- Ensuring that students of driving age are informed of the rules and regulations regarding vehicles on the academy premises.
- Ensuring that students who cycle to the academy on a bicycle are informed of the rules and regulations regarding vehicles on the academy premises.
- Ensuring students are adequately supervised by members of staff around parked, stored or moving vehicles on the academy premises and, where required, the immediate academy surroundings.

The Academy Business Manager (ABM) will be responsible for:

- Ensuring there are appropriate and safe parking facilities, which can be accessed by members of staff, students, parents, volunteers and visitors.
- Organising parking arrangements.
- Reinforcing that all students and staff members understand the correct procedure to report hazards and accidents.
- Ensuring all staff members have the appropriate road safety training in order to supervise students around parked, stored and moving vehicles on the academy premises and, where required, the immediate area.
- Arranging the layout and structure of the academy car park, as well as configuring different vehicle and pedestrian pathways.

Staff members will be responsible for:

- Ensuring that students are made aware of the consequences behaving in an inappropriate manner around vehicles.
- Ensuring that students of driving age are aware of the consequences of poor driving behaviour on the academy premises.
- Ensuring that students using bicycles to travel to and from the academy are aware of the consequences of poor cycling behaviour while on the academy premises.
- Where directed, supervising students around parked, stored and moving vehicles on the academy premises and, where required, the immediate area.

The gate duty team will be responsible for:

- Patrolling the academy gate at the beginning and end of the day.
- Ensuring students conduct themselves in an appropriate manner around vehicles on the premises.
- Ensuring they wear high-visibility jackets when on patrol.

Students of driving age will be responsible for:

- Taking full responsibility for any vehicles brought onto the academy premises.
- Ensuring that they, and any passengers, act in accordance with this policy at all times.
- Their own safety while driving a vehicle, as well as the safety of any passengers.
- The security of their vehicle when parked on academy property.
- Knowing what PPE is needed for driving their vehicle, e.g. helmets.
- Providing their necessary safety gear.
- Respecting the safety of pedestrians and other vehicles using, parking, accessing, egressing the academy site.
- Ensuring that the law is abided by at all times, including speed limits and the Highway Code.
- Respecting pedestrians and the local community when using vehicles in the surrounding area.

Students using a bicycle on the academy premises will be responsible for:

- Taking full responsibility for any bicycles brought onto the academy premises.
- Ensuring that they act in accordance with this policy at all times.
- Their own safety while using a bicycle.
- The security of their bicycle when stored on academy property.
- Knowing what PPE is needed for the use of their bicycle, e.g. helmets.
- Providing their necessary safety gear.
- Respecting the safety of pedestrians and other vehicles using, parking, accessing, egressing the academy site.
- Ensuring that the law is abided by at all times, including speed limits and the Highway Code.
- Respecting pedestrians and the local community when using a bicycle in the surrounding area.

All students will be responsible for:

- Behaving appropriately around all vehicles on the academy premises, including vehicles that are parked.
- Adhering to road safety advice at all times.

The academy will not be responsible for the health and safety of students once they have left the academy premises.

The academy will not accept any responsibility or liability for damage to any vehicle, or vehicle accidents that occur at any time on the academy premises, except in the event this was due to students' behaviour and/or a lack of staff supervision.

3. Entering and leaving premises

All motor vehicles will be expected to enter and leave the academy premises in a controlled and orderly fashion, with the speed restricted to 5mph.

Access via the academy gate will not be restricted during the academy day; however, drivers are expected to conduct themselves as if it was the beginning or end of the academy day by driving with caution.

Visitors on the academy premises will sign in at reception and provide their registration details.

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

When entering the academy premises, drivers will take extra caution.

At the end of the day, drivers will be expected to form an orderly queue to exit the academy gate.

4. Behaviour

As representatives of the academy , students are expected to act in a polite and respectful manner at all times – this includes whilst using a vehicle.

The Head of School will have the power to ban a student from parking at the academy at any time if they believe that the driver is not obeying this policy or is acting inappropriately and/or irresponsibly.

Incidents of unacceptable behaviour or dangerous driving will be reported immediately to the SLT.

All staff members will hold the right to stop a student from driving their vehicle on academy property if they believe that the driver is acting irresponsibly or in an inappropriate manner.

Any student involved in an incident of unacceptable behaviour in or around a vehicle on academy property will be dealt with by a member of the SLT in line with the Behaviour Policy. The SLT will ensure they have recorded the incident and issued the appropriate disciplinary action.

All drivers will conduct their behaviour in accordance with instructions indicated on signage and road markings.

All students driving a vehicle will show respect when being directed or instructed by a member of staff.

5. Parking

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

The academy's parking area will:

- Be clearly signposted.
- Not impede traffic routes.
- Allow clear visibility for both drivers and pedestrians.
- Be firm, level and well drained.
- Be well lit.
- Be in good distance to the academy's buildings.

There will be a separate designated bicycle parking area which is away from motor vehicles. This area provides a place for students to securely lock their bike.

It is the responsibility of the student to provide a suitable and secure locking mechanism for their bike.

Hedges and shrubs within the parking areas will be cut down in order to ensure maximum visibility for the driver.

The academy will provide adequate lighting in the parking areas.

Under no circumstances will pedestrian areas, e.g, be used as an 'overspill' car park, unless pedestrians and vehicles can be safely segregated.

6. Motorbikes and mopeds

Drivers of motorcycles and mopeds will park their vehicles at their own risk; the academy is not liable for any damage or loss caused.

It will be the driver's responsibility to ensure that the vehicle is parked securely, using the correct locking and anti-theft systems.

PPE will be the responsibility of the driver.

If staff members believe a student to be at danger due to the lack of PPE when driving a motorbike or moped, the Head of School will inform the student's parents of the issue.

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

7. Bicycles

Students will be encouraged to cycle to and from the academy along designated routes to maximise safety.

Permission will not need to be sought prior to using a bicycle on the premises.

Cyclists will ensure that the bicycle is stored securely, using the correct locking and anti-theft systems.

Cyclists will provide and use the correct PPE, including a suitable helmet and reflective gear.

8. Speed and control

Vehicles will be restricted to 5mph throughout the academy premises, including the car parks and surrounding area of the academy gate.

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

9. Vehicle safety

The driver of a vehicle will be ultimately responsible for their own safety and the safety of their passengers. The academy will not be responsible for the safety of students who use vehicles not under a staff member's control.

Vehicles entering the academy premises will meet the specific legal standards, which are set out in the Road Vehicles (Construction and Use) Regulations 1986.

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

10. Adverse weather

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

Parking areas on the academy premises will be appropriately gritted and measures will be taken to ensure the safety of students, in accordance with the academy’s Adverse Weather Policy.

Drivers entering the academy grounds during adverse weather will do so at their own risk.

11. Monitoring and review

This policy will be reviewed biennially by the ABM.

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

The scheduled review date for this policy is June 2028.

Reviewed byABM.....

Date May 2026.....