



## **Use of Motor Vehicles at the Hostel**

### **Purpose of this Procedure:**

The purpose of this procedure is to ensure that students living at Dunstan High School Hostel are able to use their own private motor vehicles to travel to and from the hostel, and to attend approved events, in a way that can be safely managed by hostel staff.

### **Key Components:**

1. All students seeking to travel to or from the hostel by driving their own private motor vehicle must have the approval of the Hostel Manager to do so.
2. Students will not normally be able to drive private motor vehicles while staying at the hostel for any other purpose, except at the Hostel Manager's discretion.
3. No student driver may carry any passengers while staying at the hostel without the permission of the Hostel Manager.
4. This procedure acknowledges that youth driver's are over-represented in Motor Vehicle Accidents in New Zealand, and as such, student driving presents a real risk of injury or death that must be managed responsibly, and with caution, by both the hostel management, and the parents of student drivers.

### **I. Standard Operating Procedures:**

#### **Who may Drive and to Where:**

1. Any year 12 or 13 student, who holds a current appropriate class of driver's license, may apply to drive to and from the hostel by completing the relevant section of the Hostel Parental Permission Form.
2. Any year 13 student, (or in special circumstances a year 12 student) who holds a current appropriate class of driver's license, may apply to use a motor vehicle for transport to specific events or activities, where in the opinion of Hostel Management, distance or other factors make this appropriate. This application is made by ticking the relevant option on the vehicle section of the Parental Permission Form.

3. Approval to travel to and from the hostel by motor vehicle may be reviewed and revoked by the Hostel Manager at anytime and the student's parents will be informed of this decision.
4. The decision to approve the use of a motor vehicle to travel to any event or activity will be made on a case by case basis, and approved solely at the discretion of the Hostel Manager.

### **Passengers**

1. Student drivers are not permitted to carry any student passengers, either to and from the hostel, or to any specified activities or events, unless the passenger approval form has been completed and signed by the parents of:
  - a. the student driver
  - b. the passenger

AND

2. The student has the permission of the Hostel manager to carry those passengers.
3. A student driver may apply to drive a member of his or her family to and from the hostel only, by selecting the appropriate option on the Parental Permission Form.

### **Keys and Parking**

1. The keys for the vehicles of all student drivers must be handed to the hostel manager on arrival at the hostel. They will be kept in the hostel office until the student leaves the hostel, or is granted permission to drive to a specific event or activity. Keys must be returned to the hostel office when the student returns from each and every use of the motor vehicle.
2. Students will park their vehicles as directed by the Hostel Manager. This will normally be in the student carpark inside the hostel grounds.

### **Safety and Waiver of Responsibility for Student Drivers**

1. At no time while a hostel student driver is using a private motor vehicle for transport to or from the hostel, or for any other purpose, will the hostel, or any staff member, be responsible for any harm whatsoever to the student driver, their vehicle, any other person or any other person's property.
2. Students will drive safely, within the road rules and with appropriate caution and defensive driving strategies. Any breach of this condition may result in the Hostel Manager cancelling or suspending vehicle permissions for that student.

## **II. Review:**

Management will review these procedures annually and any modifications will be reported to parents for consultation and notified to the DHS BOT Hostel Committee.

Te: July 2012