



THE BRITISH RACING SCHOOL

# Trainee's Car Policy

QF

<b>REVIEWED:</b>	<b>August 2017</b>
<b>REVIEWED BY:</b>	<b>Lawrie Gillespie</b>

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This policy covers:

1. Introduction
2. The British Racing School (BRS) requirements and rules
3. Legal liability
4. Consequences of Breach
5. Consent Form

## Introduction

Many trainees, having passed their driving test and acquired the use of a car, ask if they can bring that car to the BRS. A major part of the trainee's learning at the BRS is the life skills programme which is designed to help the trainee to progress to independent living and as such the BRS has a policy to agree to such requests. However, being mindful of the very real risks posed by the use of cars, particularly in the hands of young and inexperienced drivers, the BRS permission for trainees to bring cars to the school is given subject to conditions and must have the agreement of parents or carers (Next of kin) and their help in ensuring that the school's requirements are met. The BRS has developed a policy and set of rules in relation to the use of cars by trainees that is believed to be reasonable and proportionate.

## BRS Requirements and Rules

- The trainee must have passed both elements of the driving test, theory and practical.
- If the trainee only has a provisional license they may only drive a car on BRS grounds when accompanied by a professionally qualified Driving Instructor.
- The car must have as a minimum, valid third party insurance, a current road fund licence and if appropriate, a current MOT certificate.
- By signing the consent form annexed to this policy it is accepted that it is the exclusive responsibility of the trainee and /or their parents/carers to ensure that they have satisfied all legal requirements to enable them to drive the car including the above. The trainee must produce the originals of these if requested by the BRS.
- No trainee may bring a car onto the premises until they have delivered a completed form of Consent and Agreement in the form set out by this policy. This must be signed by the trainee and a parent/carer.
- This agreement extends to any form of motorised transport (e.g. scooters)
- Owners of scooters etc. must **not** carry any other trainees as pillion passengers
- Immediately (or as soon as practicable) on arrival at the BRS, the trainee must deposit their key, including spare (if applicable), with the Facilities Manager or one of their team for safe keeping. The trainee may request to have their key back to carry out cleaning or basic maintenance or during free time at the weekend.

- The car must be parked where directed by the facilities staff.
- It is intended that the car should be used primarily as a means of transport between the BRS and home and local visits (e.g. Tesco). No other use of the car is permitted without prior agreement.
- If a trainee does wish to make a longer journey, other than their home, it is required that:
  1. This is discussed in advance with the Facilities Manager or one of his staff.
  2. A person with parental responsibility for the trainee confirms their agreement to the making of that journey in advance and that agreement to be recorded.
  3. It should **NOT** be assumed that permission will be automatically given.
  4. The BRS decision is final.

### **Legal Liability**

- The BRS accepts no liability for any damage however caused while on the school premises and it is agreed that the car is kept on the BRS premises at the owner's risk.
- The car must never be used for school business or in any way that would invalidate the school's Motor or Public Liability Insurance.

### **Consequences of Breach**

- Any breach of the restrictions or requirements set out in this policy may result in permission being withdrawn, either temporarily or permanently, in which case it is required that the car be taken home as soon as can be appropriately arranged and not brought back until renewed permission given.
- That sanction is in addition to any other sanction that may be appropriate depending on the seriousness of the situation.
- The BRS will inform the parents/carers by e-mail if the privilege is withdrawn and they are required to ensure that the car is removed and not brought back until it has been agreed that they may do so.

### **Consent Form**

This form (see below), signed by the trainee and at least one parent/carers, must be provided to the BRS before the car is brought to the school.



**Form of Consent and Agreement (1)**

**Consent for Driver**

**Name of Trainee:** \_\_\_\_\_

**Make of Car:** \_\_\_\_\_ **Model:** \_\_\_\_\_

**Reg. No. :** \_\_\_\_\_ **Colour:** \_\_\_\_\_

I, being the parent/carer, for the trainee named above together with the trainee confirm that we have read and agree to be bound by the provisions of the BRS Trainee's Cars Policy.

I, being the parent/carer for the trainee above, give my consent to using their car in accordance with BRS policy and rules.

I agree that they may carry other trainees who have provided a signed Form of Consent and Agreement (2)

**Parent/Carer:**

**Signed:** \_\_\_\_\_

**Printed:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Relationship to trainee:** \_\_\_\_\_

**Named Driver:**

**Signed:** \_\_\_\_\_

**Printed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

For BRS Staff:

**Documents checked:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Printed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Form of Consent and Agreement (2)**

**Consent for Passenger**

**Name of Trainee:** \_\_\_\_\_

I, being the parent/carer, for the trainee named above together with the trainee confirm that we have read and agree to be bound by the provisions of the BRS Trainee's Cars Policy.

I, being the parent/carer for the trainee above, give my consent for them to be a passenger in a car being driven/owned by another BRS trainee in accordance with BRS policy and rules.

**Parent/Carer:**

**Signed:** \_\_\_\_\_

**Printed:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Relationship to trainee:** \_\_\_\_\_

For BRS Staff:

**Documents checked:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Printed:** \_\_\_\_\_

**Date:** \_\_\_\_\_