



RADLEY

Driving Lessons

November 2023

Legal Requirements

- Pupils must be over 17 years of age and possess a current provisional UK license.
- DVLA form D1 is available from your local post office or can be completed online.
- The earliest a pupil may apply for a provisional driving license is three months prior to their 17th birthday.

Prior to Commencement of Lessons

- Written or e-mailed parental consent must be received by the College via the pupil's Tutor.
- Pupils must produce the provisional licence for the Tutor to view; the Tutor will also ensure the correct parental consent has been received.
- Lessons will be arranged by the parents/pupils with their preferred school/instructor.
- The Tutor will e-mail the Health and Safety department using the email address: healthandsafety@radley.org.uk, with the details of the pupil wishing to commence driving lessons.

Times & Priorities

- Driving lessons have zero priority over any other College activity.
- Pupils may not miss chapel, meals, prep, lessons, games, sports fixtures, close-times, or other special or College organised events.
- Pick up and return to College will be at the Bursary car park only, if driving instructors or schools are noticed in any other areas they will be reminded of the correct procedure, further indiscretions will result in the offending driving schools and/or instructors being denied permission to access College property or provide lessons for pupils.
- Pupils may only take lessons between the following times:
 - Central Hour
 - After Lessons/Games only if they have no other commitments.
 - No driving lesson may commence after 6pm
 - No driving lesson may finish after 7pm

Arrangements of Lessons

- These are arranged through the parents and pupils directly with the driving school or instructor.
- A lesson begins when instructor and pupil meet in the Bursary car park.
- On return to College a lesson terminates at the Bursary car park, access to the car park via the main drive only.
- Instructors are not permitted to drive a vehicle anywhere else on College property except via the main driveway between the junction of the main road and the Bursary car park.
- Payment for lessons is negotiated between the parents/pupil and the respective school/instructor, the College will not pay for pupil lessons.
- The College accepts no responsibility for missed/late appointments.
- Pupils must inform their Tutor and the Health and Safety department, by completing the form (page 4) and providing all required documentation to email: healthandsafety@radley.org.uk.
- Any incidents or accidents which occur during a lesson must be reported directly via email: healthandsafety@radley.org.uk within 2 hours of the lesson's completion.
- In the event of a serious accident/incident whereby the pupil is incapacitated, the Tutor should complete the notification and send by email to: healthandsafety@radley.org.uk.

Driving Tests

- Theory tests are arranged by instructors and pupils.
- Times and dates of driving test appointments must be notified to the Tutor who will agree permission providing this does not interfere with chapel, meals, preparation, lessons, study time, sports fixtures, close-times or other special or College organised events.

Communications

- Communication will be between instructor and parent/pupil only. The College will not become involved.

Payment

- The amount paid is negotiated between the instructor or driving school and the pupil or parents.
- Parents/pupils should contact instructors for advice about fees and services.
- Please note, lessons cannot be charged to College accounts.

Cancellation

- The College accepts no responsibility or liability for cancellation of lessons.

Driving Instructors

- Parents will engage a driving school or instructor. The College has a list of those in the local area which are commonly used. Please contact The Health and Safety department for further information.
- The College has a duty of care to all its pupils. The College reserves the right to refuse/accept any driving schools/instructors' access to College premises or land who refuses to provide any or all of the information requested from them.

Driving Lessons - Student Details

Students should complete all sections below once driving licence has been produced for the Tutor to view and lesson times/instruction/company has been confirmed.

Please forward completed form by e-mail prior to commencing lessons to:

- 1. Tutor.
- 2. Health and Safety email: healthandsafety@radley.org.uk

Student:

Social:

College Year:

Driving License Number:

Lesson day:

Lesson time:

Driving School:

Please provide name, address, telephone number and insurance details.

Driving Instructor:

Driving Instructor's registration number:

Driving Instructor's DBS Certificate Number:

*Driving instructor to produce Certificate for verification prior to first lesson.

Vehicle model and registration number:

Tutor's signature of license and DBS verification:

Tutor Name:

Social: