



Vehicle movement on site policy

1. Scope

This guidance applies to all vehicle movements undertaken on the Senior School premises at The Grove and the sixth form centre at 1 Moor Road South.

2. Objectives

Newcastle School for Boys ('the School') seeks to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner, that vehicles and traffic routes are separated wherever possible and that traffic routes are suitably signed and controlled.

3. Responsibility

The Headmaster and the Bursar have responsibility for the implementation of this policy with support from the site manager, as appropriate.

Deliveries

Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start (8.00am) or the end of the school day (4.30pm). Deliveries should be arranged in advance wherever possible. Where it is essential that a delivery takes place during the normal working day, drivers will be required to park outside of the school grounds on The Grove or Moor Road South and transfer their deliveries to the school by foot. Their arrival and departure will be supervised by the site manager or a member of administration or catering staff, as appropriate.

Vehicles and hired vehicles for trips, fixtures and other school events

There is provision for hired minibuses on the school site and there are clearly marked parking spaces. On arrival, third party drivers of any hired vehicle will need to make themselves known to the school office.

There is no provision for larger hired buses or coaches on the school site. They must be parked further down The Grove ensuring that at all times, they are parked safely, legally and considerately away from the junctions of The Grove and Moor Roads North and South.

The trip leader/teacher in charge is responsible for the supervision of pupils prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location on the school site prior to boarding and move away safely from vehicles and directly back onto the school site after disembarking.

Parents and visitors bringing vehicles on site

Parents' and visitors' vehicles are only allowed on The Grove site only in exceptional circumstances (e.g., collecting a sick child or the delivery or collection of heavy or bulky items). In such circumstances, permission must be obtained from the school office.

There are designated and clearly marked parking spaces on the 1 Moor Road South sixth from site.

Staff bringing vehicles on site

At times when pupils are on site, only in exceptional circumstances can staff vehicles move in areas also used by pupils. This must be by prior agreement of the site manager or Bursar and any vehicles must be driven with extreme caution.

Driving a minibus on site

The School recognises that the school minibus or hired vehicles serving as a school minibus will, at times, need to move on site during the school day. When driving the school minibus on site, staff must **proceed with extreme caution**, observing the speed limit of 5mph. If, for any reason, the minibus does need to be moved during the school day, this should, if possible, avoid break times, and change over points between lessons. If the minibus does need to be moved during this time, it should be moved with one member of staff driving and one member of staff outside of the minibus ensuring that the path is clear of pupils. Minibuses may only be parked in specifically designated areas.

Pupils bringing vehicles on site

Pupils must not drive any vehicles on The Grove or Sixth Form Centre sites at any time without the express permission the Head of Sixth Form or a member of the School's Senior Leadership Team (SLT).

Senior School Deputy Head (Character Development)

April 2018

Revised: March 2019