



Document Control	
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Person Responsible:	Business Manager

Rowan Preparatory School
Use of Vehicles on the School Site

1. Policy Statement

Rowan Preparatory School is committed to ensuring that the school sites are safe and healthy for employees, for pupils, for visitors (including contractors) and for anyone else who might be affected by our work activities. The safety of pedestrians is a high priority and this takes precedence over convenience for vehicles on our site at all times and the use of vehicles on the site is the subject of a written Risk Assessment.

There is very limited ability to bring vehicles onto the school sites at Rowan. Any vehicles on site must be driven slowly below 5MPH and parking is only permitted in areas indicated when permission is granted to bring a vehicle onto site.

This policy document is an attempt to reduce the risk of accidents and affect a suitable, controlled approach to traffic management on the school sites. The school does not accept responsibility for any theft and/or damage to vehicles whilst on the premises. In the event of serious or persistent breaches of this policy or procedures the school reserves the right to ban certain individuals from bringing their vehicles onto the school site.

This policy applies to all members of our school community and Rowan Preparatory School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following documents

- UCST Health and Safety Policy
- Use of Minibus Policy
- Educational Visits and Activities Off-site Policy
- Supervision Policy

Rowan Preparatory School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

2. Key Personnel

The person responsible for onsite traffic management and minibus / transport management is Ian Jackson, Facilities and IT Manager.

3. Procedures

These procedures are informed by guidance in the UCST Health and Safety Policy and they reflect the relevant traffic management risk assessment conducted annually by Ian Jackson, Facilities & IT Manager.

During term time the Headmistress, Deputy Head and Business Manager are the only members of staff who can park their cars on site, there are designated spaces for this purpose.

The school Minibuses are also parked on site at Rowan Hill, extreme care must be taken by any staff moving these vehicles supported by guidance from another member of staff.

Push bikes are allowed to be parked on site utilising the bike rack provided.

Delivery and service vehicles will be allowed controlled access on site for short periods of time. The movement of these vehicles will be guided by a member of the caretaking team.

Staff

Staff parking is not available on site at either Rowan Hill or Rowan Brae during term time. During the holiday periods, when no pupils are on site, staff are permitted to park on the playground at Rowan Hill. During term time the Headmistress, Deputy Heads and Business Manager are the only members of staff who can park their cars on site, there are designated spaces for this purpose.

Staff are discouraged from using their private vehicles for conveying pupils and permission to do so must be sought, in writing, from Vicky Langham, Business Manager.

Copies of the following documents will be required and retained by the school in order for permission to be granted:

- A current MOT certificate for the vehicle to be used
- Evidence of fully comprehensive insurance for the driver (Note: UCST insurance automatically provides business use cover if there is fully comprehensive insurance)
- A current driving licence
- A completed Driver Declaration form
- A completed risk assessment form for the activity indicating (amongst other things) that there are reasonable measures to control driver fatigue

Staff driving the minibus must be familiar with the Minibus section of the Health & Safety Policy. They must have a current driving licence with the relevant classification, have completed minibus familiarisation training and completed a Driver Declaration form.

Visitors

Visitor parking is not available on the site except by special arrangement. Nearby roads have unrestricted parking however care must be taken not to block resident's driveways.

This document is reviewed annually by the Business Manager or as events or legislation change requires.