

STUDENT TRANSPORT POLICY

Last reviewed:	April 2026
Next review due:	April 2027
Reviewed by:	Head of Sixth Form Vice Principal Pastoral Operations Manager

1. Introduction

Accidents are the leading cause of death in young people aged 10-19 years (Royal College of Paediatrics and Child Health, 2020). Research also suggests that typical adolescent behaviours, such as heightened risk-taking, peer influence, impulsivity and self-consciousness, may contribute to the risks students experience when transporting each other. The aim of this policy is to protect the health and safety of students, by providing clarity about transport arrangements in relation to school (including transport to and from school, transport during the school day and the transport of other students).

This policy should be read in conjunction with the following school policies (available from the school [website](#) or from the school office on request):

- Behaviour, rules, rewards and sanctions
- Safeguarding and promoting the welfare of children
- Boarding House rules

We appreciate the support of parents and guardians in the implementation of the Student Transport Policy. Where there are concerns that a student is in contravention of this policy, conversations will take place with all necessary stakeholders, eg, Directors of Studies, parents and/or guardians to support student safety and education. Breaches are likely to necessitate the use of sanctions in line with our Behaviour policy.

2. Student awareness and education

The Personal Development programme and Form time/assembly programme includes age-appropriate sessions on transport safety, eg, use of public transport and personal safety when travelling. In the Sixth Form, this includes sessions on driving, including the law and the risks of substances such as alcohol and drugs in relation to driving and transport. These messages are reinforced by other staff, especially Personal Tutors and Directors of Studies. In boarding, individual arrangements for travel and personal safety are regularly discussed with students.

3. Uber and taxi safety

3.1 Travelling by Uber

The regulations in relation to Uber in the UK are currently not as secure as those for taxi drivers. As a school, we therefore require students to use taxis instead of Uber as a method of transport. If students require support in booking a taxi, they should speak to reception of the member of staff on duty in their boarding house.

3.2 Travelling by taxi

- School and boarding staff can support students in booking a taxi should they need one; the cost will be added to the school bill.
- Students should always ensure that they are using a reputable taxi company. There are many different taxi companies in Oxford; every taxi will have a licensed number plate and the driver will carry identification. Taxis booked by d'Overbroeck's will be 001 taxis.
- If students are travelling via a **private** taxi from a boarding house, boarding staff will check the taxi and drivers' identification.

4. Privately arranged transportation

If private transportation (eg, by a family friend) has been arranged for students by parents/guardians then the driver's photo ID (eg, passport or driving licence) should be sent to the Head of House and checks completed in advance accordance with UKVI requirements. A member of staff must check ID at point of collection and, for boarders, collection should be from the boarding house wherever possible.

For transport to and from airports, d'Overbroeck's uses BOTA cars (see information at end of policy).

5. Car, motorbikes and mopeds (scooters)

5.1 Students as drivers

While the following rules apply, the school considers vehicle use a private arrangement and does not supervise Sixth Form students while they drive.

- Students who drive to school must have a full and clear driving licence and their vehicles must have valid insurance, road tax and MOT.
- Students are required to adhere to all road rules and drive in a safe and responsible manner.
- Students should only use their vehicles for travelling to and from school and must not carry other students as passengers.
- Vehicles driven by Sixth Form students may not be brought onto the school site under any circumstances. If students drive themselves to school, they are expected to park in a manner consistent with the rules of the road and to respect our neighbours. Students should not park on privately owned property, eg, The Paddock.
- The school takes no responsibility for those who choose to drive to school and leave their vehicles on public roads.
- Students are not permitted to have motorised vehicles whilst living in a boarding house.

5.2 Students as passengers

Students must not be passengers of another student when under the care of the school. Boarding students therefore cannot be passengers of another student during term time (unless away from school and under the care of parents/guardians). The exception is that, for day students, travel arrangements to and from school are the independent responsibility of the parents of the students involved. However, students should not transport the other student(s) at any other point during the school day (eg, lifts between sites, or transport during the school day). Due to the potential safeguarding consequences, any incidents involving any breach of this policy will be taken seriously.

6. Bikes, kick scooters, e-bikes and e-scooters

6.1 Bikes and kick-scooters

- As a school we are very keen on being environmentally friendly and we encourage our students to walk, cycle or scoot to school whenever possible. However, we are also very conscious of the safety issues associated with cycling/scooting, especially in Oxford. We require all students who ride a bike or scoot to and from school to agree to our terms of cycle safety listed below. Should any student fail to comply with the safety rules, we will discuss concerns with the student, parents and guardians. Ultimately, non-compliance with the safety rules may result in the removal of the privilege of keeping a bike/scooter on school premises. Students should always ensure proper road safety and wear a helmet when riding. Students are encouraged to maintain bikes and kick-scooters regularly and appropriately and to ensure that bikes are equipped with lights and a working bell. Students should wear appropriate clothing for visibility, eg, a high-visibility jacket.
- Student must not transport other students on the back of their bike or kick-scooter.
- Students must not wear headphones while cycling or scooting.
- There is bicycle parking available on school site and students must ensure that their bike or kick-scooter is stored within the bike racks provided and is appropriately secured, eg, with a bike lock. It is recommended that students purchase a combination lock to avoid the potential loss of a key. No bikes or kick-scooters should be brought into school buildings.
- Students should enter school through the appropriate vehicle gate/entrance and should not ride their bike or kick-scooter on school premises.
- School cannot be held responsible for any damage or loss of items.

6.2 Rented e-bikes and e-scooters

- Currently, private e-scooters are not permitted on roads or pavements in the UK.
- To drive a government-backed e-scooter, students must have the correct entitlements on their full or provisional licence.
- Students must not drive any other students as passengers on the back of an e-bike or e-scooter.
- Under no circumstances should students bring e-bikes and e-scooters onto school property.
- Students should adhere to the full terms and conditions of the rental agreement.
- Students should ensure they are appropriately dressed whilst on e-bikes and e-scooters including use of a helmet.
- Student should drive in a manner which is consistent with the rules of the road.

7. Trips, fixtures and school events

- The school will provide transport for students where needed therefore negating the need for students to provide their own transport.
- If groups of students go on a school outing, eg, sporting fixtures, trips, etc, they may not use their private vehicles, except in exceptional circumstances in which case parents/guardians should request permission in writing from the staff member leading the school outing.

- Students will not be permitted to drive other students. Where necessary, all transport will be provided by the school. We would strongly recommend that students use school transport instead of their own vehicles unless there is a genuine necessity.
- Students moving between school sites during the day are encouraged to walk, cycle or use school-provided transport, taking care to mitigate risk as per school risk assessments. Cars should not be used during the school day.
- The school has clear expectations for student conduct while travelling with the school and these are communicated to all students prior to travel. Please see **Appendix 1** for the Student Code of Conduct for Travel with School.

8. Driving lessons and tests

Many Sixth Form students wish to take driving lessons when they reach the legal age to learn to drive. The school is happy for students to take lessons provided the following guidelines are followed.

8.1 Driving lessons

- Students should not miss any school commitments (lessons, activities, assemblies, etc) to have driving lessons within the school day. Driving lessons must be arranged properly and in advance and are considered a private arrangement with parents.
- If a student is absent from a school commitment for the purposes of a driving lesson, this will be classed as unauthorised.
- For boarding students, written permission must be sent to the Director of Studies and Head of House including the name of the driving instructor and company, contact information and driver ID. The Sixth Form Office will also be informed.

8.2 Driving tests

- Wherever possible, driving tests should be booked to take place outside lesson time. Students should discuss this with their Director of Studies and/or Head of House.
- As for driving lessons, parents/guardians of boarding students should provide written confirmation of driving test arrangements, including time, company information and driving instructor contact and ID.

9. Other information:

001 taxis: 01865 240000 www.000taxis.com

BOTA cars: 01865 688886 www.botataxis.com

Royal College of Paediatrics and Child Health (2020), *State of Child Health* [RCPCH](https://www.rcpch.co.uk/)

[Tips for cyclists](#) | [Oxfordshire County Council](#)

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Student Code of Conduct for Travelling with School

The school's Behaviour, Rules, Rewards and Sanctions Policy applies for any visit in a minibus or coach for the purposes of a trip or journey with school.

When travelling by minibus, coach or taxi arranged by the school, students are reminded that unacceptable behaviour may endanger the safety and wellbeing of others and will include, but is not limited to:

- distracting the driver;
- refusing to wear a seatbelt whether the vehicle is stationary or moving;
- being rude to other passengers or staff members;
- distracting the driver by playing loud music or causing any visual or audible distraction in the vehicle.

Students are expected to:

- listen carefully to the driver and lead adult in the vehicle;
- remain seated at all times;
- adhere to any seating plan communicated by the lead adult in the vehicle;
- follow the school's Behaviour, Rules, Rewards and Sanctions Policy and ensure high expectations of behaviour on school travel.

Any behaviour that does not meet these high expectations will be followed up in line with the school's Behaviour, Rules, Rewards and Sanctions Policy. The school reserves the right to refuse travel to any student whose behaviour persistently or occasionally breaches these expectations and puts other students and staff members at risk.