

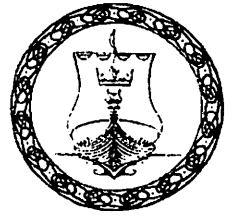
# Queen Elizabeth II High School

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HEAD: Ms. S. M. MOORE, B.A., M.B.A.



## TRANSPORTATION TO AND FROM AN OFF SITE ACTIVITIES DRIVERS LETTER

Dear Parent/Guardian,

We have a high number of pupils who want to use their own vehicle to travel to school off site activities. The Department of Education have clear guidelines which we have to follow on this matter, due to the problems that could arise if there were any incidents.

It is our duty to do what we can to minimise the risks associated with road transport and we therefore ask all our drivers (students) along with their parents to answer the checklist below, sign and date it. As a safeguard for parents in general, we shall require drivers for all planned visits organised by the establishment to have lodged the completed checklist before they drive other people's children to events. A copy of the certificate of insurance must accompany this form.

**NAME OF DRIVER:** .....

**WHO IS THE MAIN NAME ON THE INSURANCE POLICY?** .....

*Parents should note that if their child is only a named driver on the cars insurance in the case of an accident the main policy holder could be the person prosecuted.*

**I (student) hold a full driving license.** Yes / No (Please delete as appropriate)

**The car carries insurance, which is renewed each year on ..... (date), and I have checked with my insurance company that my insurance covers transporting other pupils on a voluntary basis:**

Yes / No (Please delete as appropriate)

**The insurance document specifically states that .....(name) is insured for "business use":**

Yes / No (Please delete as appropriate)

**The road fund license is current and always renewed by/on the expiry date on the tax disc:**

Yes / No (Please delete as appropriate)

**The vehicle is regularly serviced and kept in safe running condition:** Yes / No (Please delete as appropriate)

**I am aware that overloading the vehicle could invalidate its insurance:**

Yes / No (Please delete as appropriate)

**All passengers I shall carry will have, and use, a seat belt including those in the back seat:**

Yes / No (Please delete as appropriate)

**All passengers I shall carry will have given the school a letter from their parents/guardians giving consent for them to travel in another student's vehicle.** Yes / No (Please delete as appropriate)

**Parent / Guardian Name:**.....

**Signature of Parent/Guardian:**.....

**Signature of Driver:**.....

**Date:**.....