



ST MATTHEW'S COLLEGIATE SCHOOL SCHOOL DRIVING / PASSENGER LICENCE 2026

ALL girls, whether they are boarders or day girls, MUST get a school driving licence each academic year if they want to drive to school. Year 13 only Term One/Two. Year 12 may apply from Term Three

CONDITIONS OF PERMIT

1. Permission to drive to school is a privilege granted under special circumstances. This permission will be granted only after receipt of a letter of approval from a parent or guardian of the girl concerned and is also conditional on the approval of the Principal.
2. Permission to carry passengers (only if on a full licence) is also a privilege and requires written approval from a parent or guardian of the driver and of each of the passengers. Once again, the approval of the Principal is also required.
3. Drivers must at all times obey the NZ road code and laws, along with the school driving rules.

USE OF VEHICLES

The following rules will apply to the use of motor vehicles by all students at, or in association with, St Matthew's Collegiate School, Rathkeale College or Senior College.

Day Students

1. Any student driving to school must possess a school driving licence. The student's driving licence must be sighted, and a photocopy supplied, when the application is lodged at the Principal's PA's office. This licence must be lodged by **Monday 23 February 2026**. Students who gain their licence during the year may get a licence at that time.
2. Students who drive to school must leave their cars outside the main gates at St Matthew's and catch the school bus to Senior College. **Students may not drive from home to Senior College except on Monday for those students living north of Rathkeale. This must be endorsed on the school licence.**
3. In very special circumstances students may obtain permission to drive their car to Senior College by using a 'permission slip' signed by either the Principal, Deputy Principal or Dean of Senior Girls. **Evidence of the request is required** – i.e. note from home, appointment card etc. The 'permission slip' is for the day of issue and must be displayed clearly on the car dashboard during the day.
4. During **NCEA exams ONLY**, students may drive directly to Senior College for their exam.

Boarders

1. Must have a school licence as above.
2. Cars must be parked in the designated area when in boarding.
3. Y12 boarders are only to drive to and from school. Y13 boarders are able to drive during the school week (after school) once parents have emailed the Hampton House Matron.
4. Keys must be given to the Matron of Hampton House for safe keeping.

All Students

1. Cars may not be driven in the school grounds at any time.
2. Students may not carry passengers to or from Senior College at any time.
3. Students must be aware that having a school licence is a privilege and may be revoked at any time. Students then have to go to school by alternative means.
4. If a student on a restricted licence carries students, not only will the student lose the right to drive for a period of time, but the police will be informed.

Note: Parents should keep this information for future reference



SCHOOL LICENCE 2026

NAME OF DRIVER _____ YEAR LEVEL _____

CAR/S

Make _____ Make _____

Colour _____ Colour _____

Registration Number _____ Registration Number _____

Driver's Licence Number _____

(Please furnish copy of driver's licence with this application)

Restricted / Full (Circle licence held) Yes I live north of Rathkeale

Signature of Parent/Guardian _____ Date _____

Names of those who have parental consent to be passengers with driver
(written consent from parent attached – driver and passenger)

1. _____ Parent/Guardian Consents attached

2. _____ Parent/Guardian Consents attached

3. _____ Parent/Guardian Consents attached

Principal _____ Date _____

DRIVERS' CONTRACT

I _____ declare that

- I understand the school rules pertaining to School Drivers' licences.
- I know that I **may not transport any other students** (even if I have a full licence) unless they are named on my licence and the school has written permission from their parents.
- I understand the speed limit on both campuses is 15 kph and Willow Park Drive, Rathkeale is 60 kph.
- I will place my licence on my vehicle dashboard and park only in the designated student car park at Rathkeale (if permission granted or on a Monday if lives north of Rathkeale).
- I understand that **any breaches of the above will result in the loss of my licence for no less than one term.**

Signed _____ Date _____