



**STUDENT PARKING PERMIT APPLICATION – 2020-2021**

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Reason: \_\_\_\_\_

Program: \_\_\_\_\_ Grade: \_\_\_\_\_ Home School: \_\_\_\_\_

Make of Vehicle: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**IMPORTANT INFORMATION – PLEASE READ**

You have been granted special permission to drive based on your individual circumstances. Please be aware that you must abide by the rules and regulations set forth in the Student Handbook. Failure to comply with these rules and regulations will result in immediate suspension of your driving privileges for the remainder of the semester, in addition to disciplinary action.

I have read the rules and regulations set forth in the Student Handbook. By signing this document, I understand the consequences if I choose not to abide by the Student Driving Policy of the Franklin County Career and Technology Center.

**\*The parking permit fee is temporarily waived.\***

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Sending School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

FCCTC Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

(Sending School Principal may provide permission via email to Mr. Sholes)

Paid: \_\_\_\_\_

Revised 7/19/2020

## *PARKING LOT GUIDELINES*

### General Rules

- Students are not permitted to park at FCCTC without a parking permit.
- There is a temporarily no fee to park at Career Tech.
- No student is permitted to ride with any other student without prior permission from parents and administrators.
- Students must park vehicle in designated parking space. **Only vehicles of students with approved work orders are permitted in program areas.** These vehicles must be returned to the student parking area before 2:00 p.m. if work is completed. Students are not permitted to leave from program areas at the end of the day with their vehicle.
- Once the student drives onto school property, he/she is to proceed to his/her assigned parking space by the nearest route and will immediately disembark and go directly to his/her assigned room. Congregation in the parking lot is strictly prohibited.
- Students driving on school property shall not exceed the speed limit of 15 miles per hour.
- Private vehicles may not use the school drive to discharge or pick up students unless the driver is a parent, a legal guardian, or an approved emergency contact of the student. The student involved will be held responsible.
- Students who drive to school may not operate their cars during the school day. The car may not be driven until dismissal time, except as approved by the administration.
- Students may not go to their cars during the day unless permission is granted in the office.
- On school property, a school bus has the right of way.
- Remember, it is a privilege to drive and park at our school. Careless and reckless driving will be referred to the Pennsylvania State Police for further action.

### Discipline

- Driving or riding to school without the proper paperwork and unsafe driving on campus all fall under Category 3 of the discipline rubric. The discipline for each offense is as follows:
  - 1<sup>st</sup> offense = 1 day Off-Campus Suspension and 4 discipline points
    - Offending student will lose parking pass. No refund will be issued.
  - 2<sup>nd</sup> offense = 3 days Out of School Suspension and 5 discipline points
  - 3<sup>rd</sup> offense = 5 days Out of School Suspension, 6 discipline points, and formal hearing with Career Tech and/or sending school administration
  - Additional offenses will go to Category 4, 3<sup>rd</sup> offense
- Additionally, any unsafe driving offense deemed criminal will warrant the involvement of the Pennsylvania State Police
- Career Tech reserves the right to terminate any driving or parking permit based on unsafe behavior or driving rule violations

\_\_\_\_\_ Student Initials

I understand that I may not transport anyone to or from school without first turning in notes from my parent/guardian and the parent/guardian of the rider AND receiving approval from the office. If I violate this rule, I will lose my parking permit (in addition to other discipline) and no refund will be given.

\_\_\_\_\_ Student Initials

\_\_\_\_\_ Principal Initials



**STUDENT PASSENGER/RIDER APPLICATION – 2020-2021**

A student driver may transport one student with permission from the parent/guardian of both students.

- This form should accompany the “Student Parking Permit Application – 2020-2021” form for the student driver.
- The student passenger need only submit this form.
- Driving another student or riding with another student with prior written permission from parents and approval from Career Tech results in suspension
- The passenger must attend the same sending school as the driver
- Statistics show that teen drivers are safest when driving alone. It is paramount that each driver who obtains permission to transport another student understands the risks and responsibilities associated with this privilege.

**TO BE FILLED OUT BY PARENT/GUARDIAN OF STUDENT DRIVER**

I hereby grant permission for \_\_\_\_\_ (student driver name) to transport  
 \_\_\_\_\_ (student passenger name) to and from Career Tech on each day of the  
 2020-2021 school year. I understand that Career Tech can not be responsible for my student’s safety  
 while driving to and from school. I will impress upon my student the importance of safe driving.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE FILLED OUT BY PARENT/GUARDIAN OF STUDENT PASSENGER**

I hereby grant permission for \_\_\_\_\_ (student passenger name) to be transported  
 by \_\_\_\_\_ (student driver name) to and from Career Tech on each day of the  
 2020-2021 school year. I understand that Career Tech can not be responsible for my student’s safety  
 while travelling to and from school. I will impress upon my student the importance of being a safe, calm  
 passenger.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_