



## Student Driving Application

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ CWCTC Program: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Sending School: \_\_\_\_\_

### Vehicle Information

Owner of Vehicle 1: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ Vehicle Plate #: \_\_\_\_\_

Owner of Vehicle 2: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ Vehicle Plate #: \_\_\_\_\_

**Submit to copy with application:**

For Office Use Only

Valid PA Driver's License	Y	N
Current Registration	Y	N
Current Insurance	Y	N

Parking Space #	_____	
Verified Employee	Y	N
Co-op Student	Y	N
CWCTC Signature	_____	

# Student Driving Privilege Policy and Procedures

## **\*Disclaimer\***

Only Students are permitted to drive if they show an EXTREME NEED.

Driving to CWCTC is a Privilege, not a right.

Co-op students have the first right to parking spots.

Drivers are not permitted to bring outside food or beverages into the building. (Ex: Sheetz, Wendy's, etc.)

In the interest of school safety, vehicles on CWCTC property are subject to random plain-view searches, and students will be held liable for the contents of their vehicles.

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1. Students will park only in the assigned parking lot, in the numbered parking space assigned to them.
  2. NO PASSENGERS are permitted to ride with the drivers without prior permission from CWCTC Administration.
  3. Parking permit must be hanging from the rear view mirror and be visible from outside the vehicle at all times when the student's vehicle is on the property.
  4. Driver must observe the five (5) mile per hour speed limit on all school property. Exiting busses take precedence over exiting student drivers. Unsafe driving practices will result in immediate loss of driving privileges.
  5. Excessive absence, tardiness, or discipline referrals can result in the suspension or loss of driving privileges. Teachers will be asked for reports quarterly.
  6. Leaving the building before dismissal time without written authorization will result in a suspension or loss of driving privileges.
  7. The driving permit is NOT TRANSFERABLE. Students who permit others to use the permit will incur a suspension or loss of driving privileges.
  8. If, for any reason, (1) the sending school does not permit a student to drive to school, (2) the student is suspended from the sending school, (3) the student is expelled from the sending school, the student will not be permitted to drive to CWCTC.
  9. In some cases, violation of these rules may result in vehicles being towed at the owner's expense.

## **Procedure for Students Requesting Permits**

1. Permanent parking permit application and the necessary signatures to be obtained are on this form.
2. Complete the application and return it to the CWCTC office with the signatures of parents/guardians, employers, and sending school principals.
3. Pay a user's fee of \$20 to obtain the permit. If lost, the student must pay \$10 to replace the permit.  
\*Fee will be waived for the 2020-2021 school year.\*
4. There will be NO REFUNDS for students who lose their permit as a result of not following school rules and regulations.

# Student Driving Agreements

By signing this agreement, it is understood that failure to comply with the CWCTC student driver policies and procedures can result in loss of permit or disciplinary consequences. Vehicles will be monitored by school officials daily. CWCTC is not responsible for any damage done to vehicles while parked on school property. Cars illegally parked will be towed at the owner's expense.

## Parent/Guardian Agreement

I give consent for \_\_\_\_\_ to drive to school and that their driving is a necessity. I have read the driving policies and procedures and will share responsibility for compliance with these rules. I understand students are NOT permitted to drive other passengers to or from other schools without prior permission from Administration.

Parent/Guardian

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Agreement

I have read the CWCTC driving policies and procedures and understand my obligation to follow the policies and procedures exactly. If I do not, I may face disciplinary action and have my driving permit revoked.

Student

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Sending School Agreement

Permission is granted to the named student to drive to and from CWCTC.

Sending School

Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Employer Agreement

The named student is applying for permission to drive to school due to their hours of employment. Please provide the following information.

Place of

Employment: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of

Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

Days Employed: \_\_\_\_\_

M T W R F

Hours: \_\_\_\_\_

to \_\_\_\_\_