



# 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 and/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 \_\_\_\_\_



### **STUDENT DRIVER/RIDING GUIDELINES**

Student driving to the CWCTC is limited to:

- Cooperative Education students (These students have parking pass priority)
- Students who need to work directly after school with a shift starting prior to 3:30PM
- Students required to attend extra-curricular activities at their sending school
- Occasional day pass for Medical Appointments/ Family Need/ Emergency

In order to receive a parking pass please read the following guidelines:

\*All requests will be verified through the sending school, coaches, advisors, and employers.

### **STUDENT DRIVER/RIDING POLICY**

Because bus transportation is provided by each participating school district to and from Central Westmoreland Career and Technology Center, there should be no need for students to drive; however, we recognize driving may be necessary in special situations. A permanent "Driving Permit" will be issued to students who demonstrate the extreme need to drive for legitimate reasons. Each request will be given careful consideration. Additionally, students must provide a current copy of their driver's license, registration card for the vehicle they drive, and insurance card of the vehicle. These documents will be kept on file and all documentation needs to remain up to date.

Driving students may not transport passengers except by prior written approval from their parents, the parents of the driver, the CWCTC office, and the sending school.

A one-day permit (temporary for a fee of \$5 per day) can be obtained from the Administration for appropriate reasons only by a request from the student's parent and the student's sending school principal at least three days prior to driving.

Driving is a PRIVILEGE not a Right. The school administration expects all parent/guardian and students to read and comply with all of the driving/parking/riding regulations. If a student drives to school without prior permission from CWCTC, that student will be subject to disciplinary action (CTC Study, Sending School Detention, In-School Suspension or Out of School Suspension). Driving a vehicle is a serious responsibility. The school will not hesitate to revoke a student's driving privileges for any irresponsible behavior. The school has the authority to enforce all driving and parking regulations under the Pennsylvania School code (24 PS-7-779) and in accordance with the Pennsylvania Motor Vehicle Code.

Driving permits will be revoked for students violating any part of the driving policy.

## **PROCEDURES FOR STUDENTS REQUESTING DRIVING/RIDING PASS:**

1. Permanent parking permit application can be obtained from the cwctc.org site.
  2. Complete the form and return with signatures of parent, employer, and sending high school principal along with a copy of the student's driver's license, current insurance, and current registration of the vehicle being driven.
  3. Pay a (non-refundable) fee of \$40.00 (cash or check payable to CWCTC) to obtain the permit. If lost, the student has to pay \$10.00 for a replacement. Assigned Spots are limited. Co-Op students will receive priority pass assignments.
  4. RIDERS – NO RIDERS ARE PERMITTED. (Unless it is a sibling)
- CWCTC accepts no responsibility for theft/damage to property or vehicle.  
Students drive and park at their own risk.  
Students are reminded that there are young children across the street at Stanwood Elementary School; therefore, students are expected to drive with caution.  
(§ 212.501: School zone speed limits of The Pennsylvania Code).

## **BE AWARE OF YOUR VEHICLE'S CONTENTS. VEHICLES ARE SUBJECT TO RANDOM PLAIN VIEW SEARCHES. STUDENTS ARE HELD ACCOUNTABLE FOR THE CONTENTS OF THEIR VEHICLE(S) OR VEHICLE(S) THEY HAVE DRIVEN.**

If, for any reason, (1) the sending school does not permit a student to drive to school, or (2) the student is suspended from the sending school, or (3) the student is suspended from riding the school bus, or (4) the student is expelled from the sending school, the student will NOT be permitted to drive to the CWCTC.

### Driving Offenses

**MINOR** - Not displaying permit, not parking properly, not parking in a designated student area, being in the parking lot without proper authorization, driving another student's vehicle or allowing another student to drive your vehicle on school property.

- 1st Offense – driving privileges may be suspended for five (5) school days
- 2nd Offense – driving privileges may be suspended for thirty (30) days
- 3rd Offense – driving privileges may be REVOKED for the remainder of the year.

**MAJOR** – Speeding, driving or behaving irresponsibly, leaving school grounds or driving the car for any reason without authorization from an administrator, or interchanging permits with other students.

- 1st Offense – driving privileges may be revoked or suspended for sixty (60) days.
- 2nd Offense – driving privileges may be REVOKED for the remainder of the school year.

Transporting or possessing drugs, alcohol or weapons on school property or possessing other "contraband", under school policies on school property will result in driving privileges being revoked immediately. Student driving infractions may lead to school disciplinary action beyond suspension or revocation of driving privileges. A school administrator has the discretion to apply the school disciplinary code as well as suspend or revoke driving privileges for driving infractions.