

JAMES RUMSEY TECHNICAL INSTITUTE PARKING PERMIT APPLICATION

Rules and Regulations for Student Parking

Student parking permits may be re-evaluated by JRTI administration at any time.

Students must adhere to the following parking rules:

- 1) All students will be assigned a parking permit number.
- 2) Students must display their parking permit at all times. Failure to display parking permit may result in your vehicle being towed.
- 3) Students must exit their cars and enter the building upon arrival to school. Doors open at 7:30 am. Please plan time of arrival accordingly.
- 4) Students must obtain written permission from an administrator to go to their vehicle and will be escorted during the school day.
- 5) Students must keep their parking space free from litter.
- 6) If your vehicle is involved in any incident with another vehicle, the incident must be reported to the office immediately. The policy will conduct any needed investigation. JRTI is not liable for any damage to vehicles or personal injury.
- 7) JRTI is a closed campus. Once the student drives onto JRTI school property, they must remain until the end of the school day.

Students *will* have their parking permits denied or revoked for the following reasons:

- 1) 3 or more tardies to school
- 2) Failure to obey the parking lot rules listed above
- 3) Reckless driving in school lots
- 4) Failure to report an accident

Students whose permits are removed must reapply with the administration. Permits may be reissued if space is available, and after a review of student behavior, attendance record and meeting the criteria for parking eligibility. Students whose permits are revoked will not be eligible for temporary permits or refunds.

TOWING PROCEDURES

Student vehicles may be towed for the following reasons:

- 1) Failure to display your permit at all times on your rear view mirror
- 2) Parking in fire lanes
- 3) Parking in faculty spaces

The fee to redeem your vehicle from the towing company can be as much as \$100.00 and is paid directly to the towing company.

Note: Lost parking tags must be reported to the office ASAP to avoid towing. There is a \$5.00 tag replacement fee.

APPLICATION PROCESS

Any and all students interested in parking on school property must complete and return a parking application. Spaces are assigned as all required documents are received and payment for permit is received.

The application must include the following photocopies: The school will not make copies for you. If there is more than one car you might possibly drive to school, please provide the following information for every car.

- 1) Photocopy of a valid driver's license
- 2) Photocopy of current proof of insurance
- 3) Photocopy of vehicle registration

We cannot guarantee every student a parking space. Parking permits will be distributed to licensed drivers only. Students must have a valid license at the time of application.

FEES

A non-refundable fee of \$20.00 will be collected for all parking passes issued at any time within the first semester of school.

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Parking on JRTI property is a privilege, not a right!

NAME _____ GRADE _____ AGE _____
STUDENT CELL PHONE _____

WVEIS STUDENT ID# _____

PARENT/GUARDIAN NAME _____

HOME ADDRESS _____

PARENT EMAIL _____ PARENT CELL PHONE _____

HOME SCHOOL _____ JRTI PROGRAM _____

VEHICLE MAKE, MODEL & COLOR:

PRIMARY CAR #1	_____	License Plate # _____
Car #2	_____	License Plate # _____
Car # 3	_____	License Plate # _____

PLEASE ATTACH A CLEAR PHOTOCOPY OF YOUR VALID DRIVER'S LICENSE, PROOF OF INSURANCE & REGISTRATION CARD (FOR ALL CARS). THE SCHOOL WILL NOT MAKE COPIES FOR YOU

I have read and understand the rules for student parking at James Rumsey Technical Institute and agree to abide by them. I understand that only one warning will be issued before consequences occur. I also understand that James Rumsey Technical Institute is not responsible or liable for any damage to vehicles while on school property. Cars parked with disregard to policy may be towed without additional notice.

Student Signature: _____

Parent Signature: _____

FOR OFFICE USE ONLY

APPROVED/JRTI PARKING PERMIT NUMBER _____

DENIED/REASON _____