

**Autauga County Schools**  
**Use of Automobiles and Campus Parking**  
**Guidelines and Procedures**  
**for Local Schools**

**Board Policy 5.34:**

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. Driving a vehicle to school and parking a vehicle on a school campus is a privilege granted by the Board and school officials. This privilege is subject to suspension or revocation when any student is in violation of such rules and regulations.

**Use and Parking of Vehicles**

Students driving automobiles, trucks, or motorcycles to school must register their vehicles with the school administration. The following procedures will be followed:

1. The student and/or parent/guardian shall request a registration application from the appropriate school official.
2. The student and his parent/guardian must complete the application and return the application with the registration fee to the appropriate school official.
3. A window decal will be issued and must be displayed if the vehicle is parked on the school campus.
4. Automobiles and motorcycles must be parked in appropriately designated and marked spaces.
5. Freshman are not allowed to drive a four-wheel vehicle to school. Administrators only may approve a motorcycle driven on the school campus. The student must have a current motorcycle driver's license and parked in a designated area.
6. If a vehicle is barred from a campus, the vehicle cannot be driven and parked in the surrounding vicinity (i.e. neighborhood, Kingston Park, Area Technology Center, etc.)
7. Any student using a personal vehicle for yearbook work, school newspaper work, early release, a community service related course or an intern type course at the Area Technology Center must sign out in the Student Center.

**Vehicle Parking Violations**

The parking lot will be monitored each period/block of the day. The following parking violations will result if:

1. The vehicle is parked in an unauthorized parking space (e.g. handicapped space, cars not designated for student parking, Honor Roll reserved spaces, grass and fire lane). Excessive violations will result in the car being barred from campus. Additionally, the car may be towed at the owner's expense;
2. The vehicle is not properly registered or illegally parked;
  - a. First offense — warning ticket;
  - b. Second offense — disciplinary action that **may result in the vehicle being towed from campus at owner's expense** and driving privileges revoked for two (2) weeks;
  - c. Third offense — vehicle towed at owner's expense and driving privilege revoked for one (1) month; Students returning to their automobiles during the school day without authorization from an administrator will result in disciplinary action;
3. Students returning to their automobiles during the school day without authorization from an administrator will result in disciplinary action;
4. No student may park in the faculty parking lot or other reserved areas; and
5. The use of one's vehicle to skip school or transport other students to skip school will result in the following loss of parking privileges:
  - a. First offense —two weeks loss of driving and parking privileges;
  - b. Second offense — one month loss of driving and parking privileges; and
  - c. Third offense — loss of driving and parking privileges for the remainder of the school year.

**ALL AUTOMOBILES ARE SUBJECTED TO SEARCH WHEN SCHOOL OFFICIALS HAVE REASONABLE GROUNDS TO DO SO.**

**Autauga County Schools  
Parking Permit Application**

Parking Decal #: \_\_\_\_\_ School Year: \_\_\_\_\_

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

**The following applies to vehicles parked on the school campus:**

1. Must complete and sign this application. Must have located in the vehicle the current vehicle registration (tag receipt), proof of insurance, valid driver's license (No learner's permits).
2. Submit payment for the parking fee in the amount of \$\_\_\_\_\_ and affix window decal.
3. Window decal must be displayed clearly and visible on the window of the vehicle parked on the school campus.
4. Park vehicles in appropriately designated and marked spaces. Vehicles not properly registered or illegally parked;
  - a. First offense — warning ticket
  - b. Second offense — disciplinary action that may result in the vehicle being towed from campus at owner's expense and driving privileges revoked for two weeks;
  - c. Third offense — vehicle towed at owner's expense and driving privilege revoked for one (1) month;
5. Students must notify administrators of any changes regarding the vehicle's information as given in this application.
6. Students (unauthorized to leave campus) returning to their automobiles during the school day will result in disciplinary action.
7. The use of one's vehicle to skip school or transport other students to skip school will result in the following loss of parking privileges:
  - a. First offense — two weeks loss of driving and parking privileges;
  - b. Second offense — one month loss of driving and parking privileges;
  - c. Third offense — loss of driving and parking privileges for the remainder of the school year.
8. No student may park in the faculty parking lot or other reserved areas.
9. Students must obey instructions given by school personnel directing traffic or school security guards on school grounds.
10. Vehicles are parked at the student's own risk. The \_\_\_\_\_ school nor Autauga County Board of Education assumes liability for damage or loss of vehicles.

**Automobile Information:**

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

Color: \_\_\_\_\_ Tag#: \_\_\_\_\_ VIN: \_\_\_\_\_

I verify that all the above information is correct. I agree to abide by all parking rules and regulations as outlined in the attached guidelines/procedures, parking permit application and Board policy, as well as information that is announced by a school administrator. Rules not followed will result in a fine and/or disciplinary action.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date