

Student Parking Rules and Regulations

RULES:

Students who have received permission from their building principal and are permitted to drive to school and park on campus do so as a matter of privilege, not a right.

Any student wishing to park their personal vehicle on the CASH campus, must register their vehicle, and while parked, properly display an authorized parking permit. Properly displaying means hanging the permit from the rear-view mirror with no obstruction. The permit shall always be clearly visible.

Registration forms must be completed and paid for via RevTrak. Each student who registers and receives permission to drive to school and park on school property will receive a copy of the regulations, which will be strictly enforced. A parking permit is not guaranteed to every student who wishes to drive to school. Students may **ONLY** park in the reserved **RED** lot, which is the back-parking lot of CASH. Parking in any other parking lot or area without authorization will result in vehicles being ticketed or towed at the owner's expense. Parking stalls/spots will **NOT** be assigned or reserved. Student may park in any open and available spot. It is strictly prohibited from using objects or devices to reserve or save specific parking stalls/spots. Items found will be removed immediately and the responsible person will be ticketed.

ELIGIBILITY:

Any Junior or Senior student attending CASH is eligible for campus parking privileges unless privileges have been revoked.

VEHICLE REGISTRATION:

Vehicle registration and issuance of a parking permit is done by the Coatesville Area School District Police Department.

Fees:

Parking permits are **\$25.00** for any eligible student wishing to park on School Property.

Parking permit fees must be paid through the Districts RevTrak website www.coatesvillearea.revtrak.net.

Upon payment and application, the student shall print the permission page of this form and present it to a CASD Police Officer on the applicable dates and times. The form **MUST** be signed and dated by the parent and student. The student must provide a current and valid driver's license, valid vehicle registration card, and valid proof of insurance prior to the permit being issued. Failure to provide valid vehicle documentation may result in the forfeiture of a parking permit. Parking permit fees are nonrefundable.

Parking permits are non-transferable. (YOU MAY NOT SELL YOUR PERMIT OR LET ANYONE BORROW YOUR PERMIT. IF THIS OCCURS PARKING PRIVILEGES MAY BE REVOKED)

Students must register all vehicles which they drive to school.

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Permits are specific to the student and the vehicles (license plates) to which they are registered. Permits may not be transferred, sold, or duplicated. You may purchase more than one permit if the student may be operating more than one vehicle.

All permits remain the property of CASD.

Lost/Stolen:

If a permit is lost or stolen, the incident must be reported to the Coatesville Area School District Police Department immediately by calling 484-784-9118 or emailing police@casdschools.org. A replacement will only be provided upon a police report being filed.

PARKING LOT/PERMIT CLASSIFICATIONS:

Reserved (Yellow, Blue, Green, Red): These lots are restricted to specific student/faculty/staff permits between 6:30 a.m. and 3 p.m., Monday-Friday, unless otherwise noted. Valid permits must always be displayed. Students are not permitted to park in any other parking lot, for any reason.

YELLOW LOT – ADMINISTRATION / VISITOR LOT ONLY

BLUE LOT – FACULTY AND STAFF ONLY

GREEN LOT – SPECIAL PERMISSION/OVERFLOW ONLY/TCHS

RED LOT – STUDENT PARKING ONLY

Events and Special Circumstances: All lots are subject to additional hours of restriction based on special campus events or School District needs as determined by the School or District Administration.

REGULATIONS:

1. Student parking is ONLY authorized in the **RED** lot.
2. Each lot entrance is posted, listing reservation and restrictions.
3. The parent/guardian is required to notify the building principal if the student's license is suspended or revoked, or the insurance is canceled. Student driving privileges will be revoked.
4. When arriving students may only use the Red Raider Road entrance. This entrance is accessible from 6:30am-8:00am on the days school is in session.
5. Upon arrival, students must immediately exit the vehicle and enter the building. No loitering in or around the parking lot will be permitted.
6. Excessive lateness's to school WILL result in the suspension and/or loss of driving/parking privileges.
7. Leaving school without permission WILL result in loss of driving/parking privileges.
8. Students are prohibited from visiting a vehicle, moving a vehicle, or driving from school grounds during normal school hours, without permission from the school administration.
9. Cutting class WILL result in the loss of driving/parking privileges.
10. Vehicles must be driven or ridden in a proper, safe manner and obey all traffic signs, devices and persons directing traffic while on school grounds always. The speed limit is **5 miles per hour** in the school driveways and parking lots. Speeding and reckless driving on school property is

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prohibited and will result in the loss of driving privileges and will be reported to parents and police.

11. School buses have priority at dismissal time. Student drivers are NOT permitted to leave school grounds once buses begin to depart. Student drivers may not break into the bus line.

Vehicles parked on campus are at the owner's risk. The School or School District assumes no liability for vehicles parked on Coatesville Area School District property.

Rules and regulations are subject to change. Permit holders are responsible for all regulations currently in effect.

Permit Display:

Parking permits MUST be properly displayed and clearly visible: Hung from rear view mirror. Vehicles not displaying a properly hung parking permit are subject to ticketing and towing at the owner's expense.

Parking Spaces:

Any vehicle not parked in a designated legal space is subject to ticketing and/or towing at the owner's expense.

PARKING TICKETS:

Parking tickets issued to vehicles is the responsibility of the permit holder and/or the vehicle owner regardless of who drives the vehicle. Tickets issued are held for **(5)** days for payment. After **(5)** days, parking tickets become violations and are assessed additional penalties and fees. After **(30)** days, tickets become citations and are sent to the District Justice where additional penalties and fines will be assessed.

Payment:

Parking Tickets must be paid by major credit card (Visa, MasterCard, Discover) on the RevTrak website: www.coatesvillearea.revtrak.net. No other form of payment is accepted. Cash, check, and money orders are not accepted as payment. DO NOT remit payment by mail.

Any unpaid parking ticket will be put on the student's obligation list.

All payments are processed through the RevTrak account www.coatesvillearea.revtrak.net.

Appeals Procedure:

Parking violations may be appealed by submitting a written appeal to the Coatesville Area School District Police Department police@casdschools.org. Frivolous appeals will not be accepted. Not all tickets can be appealed online. Appeal decisions are final.

Appeals must be received within twenty **(5)** calendar days from the date of the violation to be accepted and processed.

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All appeals are submitted to the Chief of Police for review. The appellant is notified of the decision via the students CASD email. The decision is final.

Note: The ticket history (if any) and history (previous tickets) of the appellant will be taken into consideration.

ABUSE OF PARKING PRIVILEGES:

Fraudulent, altered, or the unauthorized use of a parking permit carry severe penalties that include, but are not limited to, a large fine, towing of vehicle, referral to the building principal, and revocation of parking privileges.

Failure to follow the direction of school administration, main office personnel, police or blatant disregard of parking regulations will result in immediate revocation of parking privileges.

Vehicles parked on CASD properties without the proper permit will be ticketed and/or immediately towed at the owner's expense.

All revoked permits must be returned immediately upon notification. Return permits to the main office. Students who fail to return their parking permit will be given a \$50 fine, which will be placed on the student's obligation list.

Additional tickets issued while under revocation, or after a revocation within the same fiscal year, will result in an additional revocation period, an additional fine, referral to the building principal and/or towing of the vehicle at the owner's expense.

Vehicle Accidents on School Property:

Police officers are not required by law to file an accident report for a non-reportable accident.

A non-reportable accident is an accident in which both vehicles can be driven from the scene and there are no reported injuries to anyone occurring because of the accident. Accidents on private property and not on State or local roads are non-reportable.

Students are expected to exchange information with the other party. Students shall exchange their name, driver's license number, vehicle registration, and vehicle insurance.

Student may contact the police if either party refuses to exchange information.

Police **WILL NOT** complete an Accident Report for any non-reportable vehicle collisions occurring on school premises.

Vehicle Inspections:

Assigned district staff will conduct routine patrols of student parking areas, including regulating driving, and parking. School District Police will also enforce and regulate driving and parking.

Interiors of student vehicles may be inspected in accordance with Board Policy 226 – Searches and any applicable administrative regulations. Police may seize and search a vehicle if police observe an object in

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plain view and have probable cause to believe that the object relates to a crime. All vehicles entering and leaving School Property are subject to search as posted!

It is expected that the student driver is aware of all items inside the vehicle to which they are operating.

Administrators may request the assistance of Law Enforcement officials to ensure compliance with State law, Board Policy and school rules and regulations.

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PERMISSION FORM

TO BE SIGNED BY PARENT/GUARDIAN & STUDENT DRIVER:

By my signature, we have read, understand, and accept ALL parking and driving regulations of the Coatesville Area Senior High School. We understand by purchasing a student driver parking permit, that we do not require bus transportation services.

Parent Signature: _____ Phone Number: _____

Student Signature: _____ Phone Number: _____

****OFFICIAL USE ONLY****

Date Received: _____

Staff/Administrator: _____

Current/Valid Driver's License YES NO Current/Valid Registration YES NO

Current/Valid Proof of Insurance YES NO RevTrak Transaction # _____

Assigned Parking Lot RED (Student) GREEN (Special) BLUE (Staff) YELLOW (Admin)

****Information Verified by the Coatesville Area School District Police Department****

Verifying Officer: _____ Badge: _____

Date Verified: _____