

Student Parking Rules and Regulations

PURPOSE:

To set forth regulations regarding parking privileges for students attending the Coatesville Area Senior High School (CASH).

RULES:

Students are permitted to drive to school and park on campus 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.

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Any Junior or Senior student attending CASH is eligible for campus parking privileges unless privileges have been revoked.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, assignment to a parking area, and issuance of a parking permit is made by the Main Office of each School.

Fees:

Parking permits are **\$25.00** for any student wishing to park at CASH.

Parking permit fees must be paid through the Districts RevTrak website www.coatesvillearea.revtrak.net. Fees must be paid while in possession of the permit, regardless of use. Upon payment and application, the student shall print the permission page of this form and present it to the main office at CASH. The form MUST be signed and dated by the parent and student. The student must provide a current and valid driver's license, vehicle registration card, and proof of insurance prior to the permit being issued.

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.

Student Parking Rules and Regulations

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.

Address and License Plate Changes:

Permit-holders are responsible for reporting address and license plate changes to the Main Office.

Failure to report these changes may result in tickets being processed to the District Justice, at which time additional fees are assessed by the courts.

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. All restricted lots become open lots at 3 p.m. Monday-Friday and on weekends for special events. Valid permits must always be displayed. Students are not permitted to park in faculty/staff reserved lots at any time, for any reason.

YELLOW LOT – ADMINISTRATION / VISITOR LOT ONLY

BLUE LOT – FACULTY AND STAFF ONLY

GREEN LOT – SPECIAL PERMISSION/OVERFLOW ONLY

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.

Student Parking Rules and Regulations

10. The speed limit on Campus is 15MPH. Drive slowly and obey all traffic signs, devices and persons directing traffic on Campus. Failure to do so WILL result in loss of driving/parking privileges. Speeding and reckless driving on school property is 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.

Short Term Parking with Flasher Spaces:

All short-term parking on campus requires the use of emergency flashers.

Flashers are never valid along curbs in fire lanes or on sidewalks, hindering/damaging School District operations or property, or obstructing roadways, designated handicap spaces, wheelchair ramp (hashed out) areas, or reserved spaces. Violators will be ticketed and/or towed at the owner's expense.

Permit Display:

Parking permits must be properly displayed and clearly visible: Hung from rear view mirror.

Parking Spaces:

All parts of the vehicle must be inside the designated parking space; generally indicated by two white lines. Parking in grassed areas is not permitted unless at the direction during a special event.

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

Any vehicle parked along curbs, fire lanes or on sidewalks, hindering/damaging School District operations or property, or obstructing roadways, designated handicap spaces, wheelchair ramp (hashed out) areas, and reserved spaces is subject to ticketing and/or towing at the owner's expense.

Parking is not permitted in Handicap Americans with Disabilities Act (ADA) spaces without a state-issued handicap placard and a valid parking permit for the designated lot. The ramp (hashed out) area adjacent to the space is considered part of the space and will be enforced accordingly.

Student Parking Rules and Regulations

Disabled Vehicles:

If a vehicle is disabled, the permit holder must notify the Coatesville Area School District Police Department (484) 784-9118 or police@casdschools.org immediately, with their name, telephone number, the vehicle's license plate number, and location.

A grace period of up to 12 hours may be allowed. No extensions will be granted. A lost/broken vehicle key is considered disabled and falls under this regulation. If 12 hours is not sufficient time to remove the vehicle, the owner is required to contact a towing company to have the vehicle removed at their expense.

This grace period does not automatically exempt your vehicle from being ticketed; however, it may be used as an appeal aid.

Notes left on a vehicle stating that the vehicle is mechanically disabled are given no consideration by enforcement personnel. Vehicles not properly reported to the Coatesville Area School District Police may be ticketed and/or towed at the owner's expense.

Individuals with Disabilities (Temporary or Permanent):

Individuals who require access to marked handicap accessible parking spaces must apply for a state-issued handicap license plate or parking placard. Applications (MV-145A) for Pennsylvania ADA placards and information for obtaining the placard are available online at dot.state.pa.us. Coatesville Area School District is not authorized to issue handicap parking placards. All handicap parking placards, permanent or temporary, must be obtained through the state. Employees must display both their ADA placard and parking permit for the designated lot. An additional fee may be charged for the ADA upgrade permit.

Student with a temporary disability, may submit a written request to the main office detailing the disability, and length of disability. A temporary disability permit request must be accompanied with a doctor's note. The main office will then approve or deny the request to be in a lot closer to the building. Any student with a Disability lasting longer than 30 days will be required to obtain a temporary state issued handicap parking placard.

PARKING TICKETS:

Tickets issued to vehicles registered with the school are the responsibility of the permit holder, regardless of who drives the vehicle. Tickets issued to vehicles NOT registered with the school are held 30 days for payment. After 30 days, tickets become citations and are sent to the District Justice where additional court fees 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.

Student Parking Rules and Regulations

If payment is NOT received within thirty (30) calendar days from date of the violation the penalty will be increased by \$25.00. After 45 days, tickets may be sent to the District Justice where additional court fees will be assessed. 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 (10) calendar days from the date of the violation to be accepted and processed.

Payment is not required to appeal a parking ticket. If the appeal is decided in favor of the appellant, the ticket will be voided or changed to a warning depending on the circumstances. If the appeal decision is in favor of the School District, the appellant shall pay the ticket amount within 5 days from the appeal decision. Failure to pay the fine will result in an additional penalty fee of \$25.00.

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.

Fines:

<input type="checkbox"/>	01	NO VALID PARKING PERMIT DISPLAYED	\$15.00
<input type="checkbox"/>	02	ILLEGALLY PARKED IN AN UNAUTHORIZED SPACE/LOT	\$15.00
<input type="checkbox"/>	03	ILLEGALLY PARKED IN A NO PARKING ZONE	\$25.00
<input type="checkbox"/>	04	ILLEGALLY PARKED IN A FIRE LANE	\$50.00
<input type="checkbox"/>	05	ILLEGALLY PARKED IN HANDICAPPED ZONE	\$100.00
<input type="checkbox"/>	06	VIOLATION OF POSTED SIGN(S)	\$15.00
<input type="checkbox"/>	07	PARKED IN RESTRICTED AREA	\$25.00
<input type="checkbox"/>	08	OBEDIANCE TO A TRAFFIC-CONTROL DEVICE (Title 75, §3111.a)	\$50.00
<input type="checkbox"/>	09	VIOLATING MAXIMUM SPEED LIMIT OF 15MPH (Title 75, §3362.a)	\$50.00
<input type="checkbox"/>	10	CARELESS/RECKLESS DRIVING (Title 75, §3714.a & §3736.a)	\$100.00
<input type="checkbox"/>	11	OBEDIENCE TO AUTHORIZED PERSON DIRECTING TRAFFIC (Title 75, §3102)	\$50.00
<input type="checkbox"/>	12	MISUSE OF PARKING PERMIT	\$50.00

Student Parking Rules and Regulations

Abuse of Parking Privileges:

Warnings are sent by student email to permit holders after four (4) tickets are written against his/her permit in a fiscal year (July 1 through June 30).

If eight (8) or more tickets are issued during a fiscal year (July 1 through June 30), the permit holder's parking privileges will be revoked for one month and a fine will be assessed.

All tickets written for fraudulent/altered/unauthorized use of a permit carry severe penalties that include, but are not limited to, a large fine, referral to the building principal, and revocation of parking privileges. It is also possible that charges of theft of services may be filed by School District Police. These matters are not taken lightly and are immediately addressed.

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

All revoked permits must be returned immediately upon notification. Return permits to the main office. Student who fail to return their parking permit will be assessed a \$50 fee, which will be placed on the students obligation list.

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

Appeals for revocations will not be accepted.

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 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.

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 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!

Student Parking Rules and Regulations

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.

Bus Transportation Opt-Out

It is acknowledged that a student driver who purchases a parking permit will be driving their personal vehicle to and from school. By purchasing a student driver parking permit, you are releasing your bus seat and opting out of transportation services for the school year.

Student Parking Rules and Regulations

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 are opting-out and 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)