



Half Moon Bay High School
Permit & Parking Procedures Form
2020-21

FOR OFFICE USE ONLY	
Parking Permit #: _____	
Upper Lot: _____ Lower Lot: _____	
_____ Driver's License	
_____ Current Registration	
_____ Proof of Insurance	
_____ Permit & Parking Form	
_____ Payment Received	
Cash \$ _____ Check # _____	
_____ Approved By: _____ Date: _____	
_____ Denied: _____	

STUDENT INFORMATION

STUDENT NAME: _____
GRADE: _____ AGE: _____ PHONE: _____
STUDENT'S DRIVER'S LICENSE #: _____
PARENT'S NAME: _____
PARENT'S ADDRESS: _____
HOME PHONE: _____ WORK PHONE: _____

VEHICLE INFORMATION

YEAR: _____ MAKE: _____ MODEL: _____ COLOR: _____
LICENSE PLATE #: _____ LICENSE PLATE STATE: _____ INSURANCE EXP DATE: _____

DOCUMENTS REQUIRED FOR PARKING PERMIT:

- 1. DRIVER'S LICENSE - Copy of Student's valid driver's license**
- 2. CURRENT REGISTRATION - Copy of current registration for the vehicle.**
- 3. PROOF OF INSURANCE - Copy of proof of valid insurance for the vehicle**
- 4. PERMIT & PARKING PROCEDURES FORM - Form to be completed in its entirety, with student & parent signatures**
- 5. LOCATION: a. LOWER LOT - Free REPLACEMENT FEE OF \$10, if lost or misplaced**
b. UPPER LOT: Check/Cash for \$40 (Check payable to HMBHS) REPLACEMENT FEE OF \$10, if lost or misplaced

ACKNOWLEDGEMENT OF TOWING POLICY AND AGREEMENT TO ABIDE BY ALL DRIVING & PARKING LOT REGULATIONS

Vehicles shall only be parked in their assigned parking number ONLY, designated by the building principal for student parking. Motor vehicles that do not have a parking permit or are improperly parked shall be towed away by a bonded commercial wrecker. It shall be the responsibility of the student and/or owner of the vehicle to pay for towing and storage charges. The Assistant Principal's office is to notify the student and/or owner where the vehicle has been taken.

Vehicles in the following areas may be towed:

- AREAS INDICATED AND MARKED AS "FIRE ZONES"
- AREAS BLOCKING ROADWAYS, DRIVEWAYS, OR INTERSECTIONS
- AREAS BLOCKING ENTRANCES IN SERVICE DRIVEWAYS FOR DELIVERY AND/OR MAINTENANCE VEHICLES
- AREAS INDICATED AS PARKING FOR "VISITORS," "RESERVED" OR "STAFF ONLY"
- AREAS NOT CLEARLY MARKED AS LEGAL OR SAFE PARKING STALLS

I acknowledge that I have read the Permit & Parking Procedures Form regarding automobiles and parking and will abide by the regulations. I further understand that if my vehicle is parked illegally and it becomes necessary for it to be towed, all the expenses incurred will be my responsibility. **Also, I understand that my driving privileges and parking permit can be revoked without a refund for violations of the parking regulations or as a result of any disciplinary issue.**

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and their keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

PARENT SIGNATURE DATE STUDENT SIGNATURE DATE

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DRIVING & PARKING LOT REGULATIONS

REGULATIONS & INFORMATION

- Parking on campus is a privilege, not a right. Students are allowed to park in the Lower & Upper Lots **ONLY**.
- ALL cars being parked by students in the Upper & Lower Lots are required to have a current parking permit visible by **August 31, 2020**. All vehicles without a current permit after this date are subject to towing and discipline action.
- Students driving recklessly or parking in areas not clearly marked as legal parking stalls will lose this privilege.
- Parking is by permit only. ALL cars parked on the campus without permit or administrative approval may be ticketed, towed at the owner's expense, and/or discipline administered.
- Permits will be issued to seniors and juniors during the first and second weeks of school. If spaces are then still available, sophomores may apply.
- There is **no driving on campus** (including behind J Building) unless previously approved by administration.
- The speed limit on **Lewis Foster Drive** is **25 MPH**. The speed limit in **all parking lots** is **5 MPH**.
- Loitering in the parking lot (in or out of vehicles) or playing loud music (includes Lunch break) is prohibited.
- Student access to vehicles during school hours (except lunch) is prohibited, unless approved by administration.
- During regular school hours, student parking lots will be secured. Students who park on campus that need to leave during the school day are to follow guidelines posted on page 18 of the HMBHS Student Handbook. When checking out, a Campus Supervisor will be notified and the gate will be unlocked.

TO RECEIVE A PARKING PERMIT, A STUDENT MUST PROVIDE THE FOLLOWING:

- A valid driver's license, current registration, and proof of insurance
- Parent/student signatures on Permit and Parking Procedures form
- Parking fee:
 - Lower Lot = free **REPLACEMENT FEE OF \$10, if lost or misplaced**
 - Upper Lot = \$50 with an ASB sticker, \$65 without ASB sticker **REPLACEMENT FEE OF \$10, if lost or misplaced.**

ALL STUDENTS WHO PARK ON CAMPUS MUST DISPLAY A CURRENT HMBHS PARKING PERMIT IN THEIR VEHICLE.

- The Upper Lot is restricted to those who pay an additional fee.
- Duplicate permits will not be issued. Students who lose their parking permit are responsible for purchasing a replacement prior to parking in either lot. **LOWER LOT - REPLACEMENT FEE OF \$10** **UPPER LOT - REPLACEMENT FEE OF \$10**
- Students are not to park at any time in staff parking or in undesignated student parking. The car may be ticketed and/or towed at the owner's expense.
- Parking can be revoked at the discretion of the administration at any time, for any reason.
- The school is not responsible for damage to vehicles or lost/stolen articles taken from cars before, during, or after school hours.
- All persons driving on campus are required to drive safely and follow all traffic laws.
- Parking permit is NOT TRANSFERABLE.

CONSEQUENCES

- Any student who speeds, violates driving laws, or drives recklessly/dangerously may have their driving permit revoked at any time.
- If a student's permit is revoked:
 - The permit must be turned in to the Front Office immediately.
 - The student may not drive any vehicle on campus, and the vehicle that had the permit revoked may not be driven on campus by another person except by the parent/guardian/registered owner.
 - Failure to follow these instructions will result in disciplinary action.
- Parking violations fall into Level I Infractions, include but not limited to: Lunch/after school Detention, Parent Contact, and/or Saturday School.
- Reckless driving falls into Level II Infractions, include but not limited to: Lunch/after school Detention, In-school suspension (SRC), Parent Contact, Permit Revoked, and/or Saturday School
- In instances where student driving and/or parking is excessively dangerous, s/he will be referred to the office.
 - The student will be disciplined based on the seriousness of the offense and his or her previous conduct.