

BROWNSBORO HIGH SCHOOL

PARKING RULES AND REGULATIONS

OVERVIEW

The operation of a motor vehicle on campus is a privilege granted by the Brownsboro ISD. Vehicles requiring a license are classified as a motor vehicle to include; cars, trucks, mopeds, and motorcycles. All vehicles driven on Brownsboro ISD campuses are subject to all local and state traffic laws. A student or employee has full responsibility for the security and content of his or her vehicle. Students, faculty, staff and employees who operate or park a motor vehicle are required to have valid parking permit properly displayed in their vehicle at all times. The person to whom a parking permit is issued has a nontransferable tag.

The privilege of parking a motor vehicle on campus may be taken away for violations pertaining to inappropriate behavior or parking violations. Upon arriving at campus, students MUST immediately exit their vehicles and the parking lots and enter the school building. Students in the parking lot during the school day without a pass will be subject to disciplinary actions. Persons including enrolled students of any school of the district, who are not authorized to be on school ground after school hours, may be charged with trespass on school grounds in accordance with section 37.107 of the Education code.

PARKING PERMITS - REQUIRED FOR STUDENT & BISD EMPLOYEES ON HIGH SCHOOL CAMPUS

A student or employee driving a motor vehicle or motorcycle to school must be a licensed driver and have the liability insurance coverage required by the State of Texas. Students and employees are required to register their vehicles and obtain a parking permit tag from the high school office. The permit MUST be displayed in the registered vehicle. Note: Students ARE NOT to park in Faculty or visitor parking areas. Students are not permitted to use staff parking tags or use staff parking spaces.

Parking on Campus

Students who drive vehicles to school and park on campus must complete a "Vehicle Registration Application" available at the high school office. Parking permits will be limited to the available parking spaces. **Students are not to sit in or on cars that are parked and are not to loiter in the parking lot at any time.** School officials or police officers may search vehicles parked on school property if there is reasonable suspicion. Students shall be responsible for any prohibited items found in their vehicles parked on school property. Searches may include passenger compartment, engine compartment, trunk, and all containers (locked or unlocked) in or on the vehicle. Students who have a parking permit are subject to random drug screening.

PURCHASE OF PARKING PERMITS

Eligible students may purchase a parking tag for \$10.00. Students may NOT pass a permit to another student! If a student's parking permit is found on another student's vehicle, both students parking privileges will be suspended for the remainder of the school year. Employee parking permits are issued at no cost. Students and employees will be required to complete a parking permits form, present a valid Texas driver's license and present proof of liability insurance for the vehicle being registered. The drivers name appear on the proof of liability insurance as a covered driver.

PLACE OF PURCHASE

Parking tags may be purchased from the main office of the high school.

REPLACEMENT PERMITS

In the event that a vehicle is stolen, wrecked or sold the permit holder should immediately notify the BHS office. Replacement permits will be issued at the discretion of BHS Administration and may require proper documentation including the original parking tag. Replacement permits will be issued at a cost of \$5.00. If a permit that has been replaced is found on another vehicle, both students will be suspended for the remainder of the year.

DESIGNATION OF PARKING SPACES

Student parking is designated as the BLUE lot and is located to the WEST of the high school. Students must park in the blue parking spaces assigned to them. Students are not allowed to park in the front lot, back lot or the east lot at any time. Staff parking is designated as yellow parking spaces and visitors parking is designated as white parking spaces. The yellow and white lots have been designated for staff and visitors only. Visitors must check in with the main office upon arrival to campus and prior to visiting any location other than the front office.

VISITOR PARKING

All visitors must park in areas designated specifically for visitors marked with white paint designating visitors parking. Students and employees are not considered a visitor and may not park in a visitor's area (white stripes), on class days between 7am and 4pm. Visitors **must** follow all rules and guidelines and immediately check in with the front office upon arrival.

VISITOR & TEMPORARY PERMITS

In special circumstances, a temporary or visitor parking permit may be obtained from the main office of the high school with administrator approval. The definition of "special circumstances" and the issuance of the temporary parking permit will be at the discretion of the campus Administrator but may include substitute staff members. Temporary parking permits will be written and **MUST** be properly displayed in the vehicle (on the dash) with the printed side facing the front of the vehicle where the permit can be read from outside of the vehicle.

VEHICLE SUBJECT TO SEARCH

Any vehicle entering BISD property is subject to search by school authorities. Such search includes all compartments and components thereof.

VEHICLE REGULATIONS

Students may be issued parking tickets for moving and/or parking violations outlined in this policy or the Student Code of Conduct. Criminal citations may be issued by any Law Enforcement officer under TEXAS EDUCATION CODE 37.102 rules and Texas Traffic Laws. Citations issued by a police officer must be paid and/or resolved through the court noted on the citation. Tickets must be paid and/or resolved through the BHS front office. Tickets and Citations not paid within the time specified on the document may result in the suspension of driving privileges while on BISD campus.

Parking lot ticketed violations include, but not limited to:

1. Driving over the posted speed limit of 10 MPH.
2. Parking in faculty/staff or visitor spaces (Yellow or White).
3. Parking in fire lane, police parking, handicap, bus loading zone. (Subject to immediate towing)
4. Parking in assigned parking spot of another driver.
5. Parked without permit or displaying false parking permit/tag.
6. Parked in more than one space.
7. Clinging on or allowing person to cling on a vehicle or in the bed of a truck while vehicle is in motion.
8. Loud music and revving of engine.
9. Driving off pavement, on curbs, or sidewalks, or grass, etc.
10. Reckless driving, speeding, or spinning tires. (Exhibition of acceleration.)
11. Display/Writing offensive language or symbols on vehicle.
12. Loitering in parking lot.
13. Towing a trailer or another vehicle on any campus without prior written permission.

FINE AMOUNTS

Fine amounts for tickets issued by BISD will be a standard \$10.00 per ticket for all parking infractions on the first offense. The criminal court having jurisdiction sets all other fines on citations. Students who receive a parking ticket will have 10 school days from the date of the ticket to pay the fine. If the fine is not paid by the 10th day, an additional \$10.00 will be issued and the student's parking privileges will be suspended until the fines are paid. If the student's vehicle is operated by the student or is parked on the property during their suspension, a third \$10.00 fine will be issued and the vehicle is subject to being towed. Further violations by the student during their suspension will result in the vehicle being towed at the owner's expense. If a student receives a fine for not having a parking permit, the student must pay the fine and purchase a parking permit before they are allowed to park on property.

1. 1st parking fine issued, 10 school days to pay from date of ticket.
2. 2nd parking fine will be issued and vehicle may be subject to towing until all fines are paid. Student will receive a discipline referral which may result in a disciplinary placement.
3. 3rd parking fine will be issued and the next time the student's vehicle is driven by the student on Brownsboro ISD property, it will be towed at owner's expense. Parking privileges will be revoked for remainder of the year.

PARKING REGULATIONS – LOCK YOUR CAR

Absolutely no student parking is permitted anywhere other than the student parking lot for any reason for any length of time. For safety reasons, student's vehicles are to be parked in the designated [BLUE](#) student parking lot and not to be driven during school hours including the lunch period. Students may not exit the parking lot in their vehicle without permission from the main office once they arrive on campus for the day or until proper dismissal. **Any student (and his/her passengers) driving from campus during the school day must have a pass from BHS Administration designating the time leaving. Students entering or leaving the parking area without proper authorization are subject to suspension of their parking permits with no monies returned.** Students are not to be in the parking lots during school hours for any reason without a pass from the assistant principals or main office. To assist in checking tags on cars, tags must be hanging from the rearview mirror of the vehicle at all times, and readable from the front windshield of the vehicle. Only one tag will be issued on receipt of the parking fee. If a student must drive an additional car, it must be cleared by an assistant principal or main office and noted on the original parking application. Parking tags may be purchased for \$10.00 per year when class schedules are picked up in August. Tags will be sold to students who have valid operator's licenses. **Students are required to be cooperative with administrators and police, answer their questions, and be prepared to identify themselves with their driver's license and insurance. Random checks of driver's license and proof of insurance will be conducted.**

To ease traffic congestion and promote safety on the parking lots, a few driving regulations are listed:

1. Observe one-way traffic upon entering and leaving.
2. Traffic speed should not exceed 10mph. A second incident of speeding may result in the student's parking tag being terminated for the remainder of the year.
3. Follow traffic patterns as indicated by arrows to parking areas & exits.
4. Park inside lines. **NO "back-in" parking.**
5. The drive to the east and south of the high school building should be used to unload and load students. Please ask your parents to observe this. **STUDENTS ARE NOT ALLOWED TO PARK IN ANY LOT OTHER THAN THE DESIGNATED "BLUE" STUDENT LOT.**
6. Observe handicapped parking areas.
7. Do not park in red fire lane areas or police parking spots.

IMMOBILIZED (BOOTED) OR TOWING OF VEHICLES

BISD Police may Immobilize (Boot) any vehicle that is parked on BISD property if the vehicle is not registered to park on property and/or we are unable to verify the owner/operator of the vehicle. If a vehicle has been booted, there will be a \$50.00 boot removal fee. If the vehicle has not been claimed by 3:45pm, the vehicle

will be impounded at the owner's expense. BISD Police may impound any vehicle driven by a student if the vehicle is found parked on BISD property, and (1) the student has outstanding unpaid parking fines totaling \$30.00, (2) or the student has received a total of three fines from the beginning of the year. The vehicle will be towed at the owner's expense for non-compliance of this policy.

REVOCAION OF PARKING PERMITS

When a student is caught off campus or attempting to leave campus without proper approval, policies are as follows:

- 1st offense – Loss of parking privileges for 4 weeks, holiday weeks excluded.
- 2nd offenses – Loss of parking privileges the remainder of the semester or at least 4 weeks (whichever is greater).

These sanctions are in addition to discipline that is administered by BHS administrators for skipping school. Consequences will be given to all students riding in the vehicle, not just the driver. If an unlicensed student is caught driving on any BISD property, Law enforcement will be notified, the vehicle may be towed, and a parent may be notified. Parking tags are the property of BISD and may be confiscated from the student at any time. Students will be charged \$5.00 for a replacement tag following the confiscation and any discipline/suspension period. During discipline period's, eligible students may use BISD bus transportation. **Counterfeiting or altering parking permits will result in a loss of parking privileges for the remainder of the school year. Campus Administration and the BISD Police Department has the right to make changes to parking space assignments at any time, without cause.**

DISPLAY OF PERMITS

The parking tag must be displayed from the rear view mirror of the vehicle and be readable at all times. For motorcycles, the permit shall be placed nearest the windshield and in plain view. The improper or obscured display of a parking permit constitutes a parking violation.

OVERVIEW

Permission to park in a designated Brownsboro High School parking area is a privilege. The campus administrators and BISD Police Department are given the responsibility of enforcing procedures which provide for a safe campus environment for our students and staff. The BHS administrators and BISD Police have primary jurisdiction on school property and at any school sanctioned event.

A list of parking regulations and policies can be found on the Brownsboro ISD website under **Student Code of Conduct**. **Any vehicle entering onto Brownsboro ISD property is subject to search by school authorities and/or law enforcement personnel.**

BROWNSBORO HIGH SCHOOL

Parking Permit Application

DATE:	GRADE:	PERMIT#:
LAST:	FIRST:	MI:
LICENSE#:	EXPIRATION DATE:	STUDENT CELL#:
PARENT NAME:	HOME#:	PARENT CELL#:

List all vehicles that you might drive on our campus. Permit tag must be hung from rearview mirror of the vehicle when using our parking lot.

YEAR	MAKE	MODEL	COLOR	PLATE#

- ❖ **Proof of Insurance & Valid Driver's License is required.** Any vehicle driven on or parked on BISD property is subject to search at any time with reasonable cause without the consent of the owner/student. Students are subject to random drug testing.
- ❖ **Unregistered vehicles** are subject to being towed at owner's expense and without notification.
- ❖ **Failure to park** in your assigned space or leaving campus without permission (from the office) is a parking violation and is subject to disciplinary consequences and/or a fine, loss of parking privileges, or the vehicle towed off of BISD property at the owner's expense. Campus Administration and the BISD Police Department has the right to make changes to parking space assignments at any time, without cause.
- ❖ **Parking Citation Fees:**
 - **1st Offense** - \$10.00 Citation – 10 days to pay fine.
 - **2nd Offense** - \$10.00 Citation – parking privileges suspended.
 - **3rd Offense** - \$10.00 Citation & Revocation of parking privileges subject to towing.

By signing below I have read and understand all of the rules and regulations for having a parking permit and agree to the consequences.

Parent/Guardian Signature

Student Signature

A COPY OF PROOF OF INSURANCE & VALID DRIVERS LICENSE MUST BE PRESENTED AND COPIED AT TIME OF APPLICATION FILING BEFORE PERMIT WILL BE ISSUED.

Parking Permit is \$10.00 and can be paid by check or cash.