

*Jay A. DeTraglia, Director of Career and Technical Education*

*Robert A. Roth, Assistant Director*

**STUDENT DRIVING PERMIT APPLICATION**

All high school students are required to use school buses, provided at no cost, both to and from the HFM Career and Technical Center. Limited parking spaces are reserved for faculty, staff, and adult students. There are a limited number of permits available to high school students who have special circumstances and have excellent attendance and classroom behavior, satisfactory grades, and arrive on time.

**DRIVER'S NAME:** \_\_\_\_\_ **CTC PROGRAM:** \_\_\_\_\_ **am pm**  
(Circle one)  
**HOME SCHOOL:** \_\_\_\_\_ **FOR DATE(S):** \_\_\_\_\_  
**PURPOSE:** \_\_\_\_\_

**DRIVER AND VEHICLE INFORMATION**

**YEAR:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_ **MAKE:** \_\_\_\_\_ **MODEL:** \_\_\_\_\_ **TYPE:** \_\_\_\_\_  
**VEHICLE PLATE NO.:** \_\_\_\_\_

**REGULATIONS**

1. Student will drive vehicle to the Career and Technical Center (CTC) only with permission of the student's CTC program instructor, student's parent/guardian, and the home school administrator.
2. The student will submit the completed, signed form Mr. Roth.
3. The student will not be allowed to drive on campus until he/she has been issued the driving permit.
4. The student will maintain excellent attendance, classroom behavior and satisfactory grades.
- 5. Student will have no passengers in his/her vehicle at any time.**
6. If it occurs, the student will report any damage to HFM BOCES property to school officials.
7. Student will arrive on time for class.
8. The student will drive slowly and cautiously, following all traffic safety rules and regulations.
9. The student will park in designated parking area and space.
10. The student will depart from the CTC after all buses have left the CTC unless directed by school staff to do otherwise.
11. Allow school officials and/or law enforcement personnel to search my vehicle.
12. Violators of any of these regulations and standards may result in loss of the driving privilege.

**Note: The HFM BOCES is not responsible for any vehicle damage or theft.**

**I pledge that all information provided is true. I understand that I am not to drive my vehicle until I have received my parking permit. I also acknowledge and agree to all of the above terms for the privilege of the student driving permit.**

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE CAREER AND TECHNICAL CENTER OR THE HOME SCHOOL RESERVES THE RIGHT TO REFUSE APPROVAL OF THIS PERMIT.

*Amsterdam • Broadalbin • Canajoharie • Edinburg • Fonda-Fultonville • Fort Plain • Gloversville  
Johnstown • Lake Pleasant • Mayfield • Northville • Piseco • St. Johnsville • Wells • Wheelerville*

**EMPLOYMENT**

Employers' Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Work Days: \_\_\_\_\_ Work Hours: \_\_\_\_\_

**EDUCATION RELATED**

Describe the need:  
\_\_\_\_\_  
\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**APPROVAL SIGNATURES: (Follow steps in order)**

**PARENT/GUARDIAN**

I hereby give permission for my son/daughter to drive a private vehicle to the Career and Technical Center, understanding the above conditions, and relieve the HFM BOCES of any responsibility for damage or theft.

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**CAREER AND TECHNICAL TEACHER**

The above named student is applying for a permanent driving permit. Please verify that the student has:

\_\_\_\_\_ Excellent Attendance - specify if needed \_\_\_\_\_

\_\_\_\_\_ Excellent Classroom Behavior – specify if needed \_\_\_\_\_

\_\_\_\_\_ Satisfactory Grades – specify if needed \_\_\_\_\_

\_\_\_\_\_  
Signature of Career and Technical Instructor \_\_\_\_\_ Date \_\_\_\_\_

**HOME SCHOOL ADMINISTRATOR:** \_\_\_\_\_ Date: \_\_\_\_\_

**HFM CAREER AND TECHNICAL CENTER**

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Parking Area: \_\_\_\_\_ Parking Space: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**CTC Director:** \_\_\_\_\_ Date: \_\_\_\_\_